



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012-3873  
PHONE: (213) 974-8301 FAX: (213) 626-5427

WENDY L. WATANABE  
AUDITOR-CONTROLLER

MARIA M. OMS  
CHIEF DEPUTY

ASST. AUDITOR-CONTROLLERS

ROBERT A. DAVIS  
JOHN NAIMO  
JUDI E. THOMAS

December 14, 2009

Ms. Paula Higashi  
Executive Director  
Commission on State Mandates  
980 Ninth Street, Suite 300  
Sacramento, California 95814

Dear Ms. Higashi:

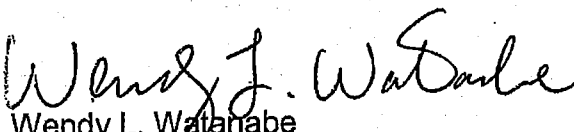
**LOS ANGELES COUNTY'S  
REVISED PROPOSED PARAMETERS AND GUIDELINES  
CRIME VICTIMS' DOMESTIC VIOLENCE INCIDENT REPORTS II [02-TC-18]**

We herein file the revised proposed Parameters and Guidelines [Ps&Gs], in accordance with Government Code section 17557 and the California Code of Regulations, title 2, section 1183.11(a), which detail reimbursable and reasonably necessary activities in accordance with Commission's decision, adopted on September 27, 2007.

In addition, a Reasonable Reimbursement Methodology (RRM), permitted under Government Code section 17518.5, is recommended in order to simplify the administrative claiming process and reduce costs.

If you have any questions, please contact Hasmik Yaghobyan at (213) 893-0792 or via e-mail at [hyaghobyan@auditor.lacounty.gov](mailto:hyaghobyan@auditor.lacounty.gov).

Very truly yours,

  
Wendy L. Watanabe  
Auditor-Controller

WLW:JN:BH:hy  
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Attachment

**Los Angeles County**  
**Revised Proposed Parameters and Guidelines [Ps&Gs] Narrative**  
**Crime Victims' Domestic Violence Incident Reports II [02-TC-18]**

The County of Los Angeles [County] herein files the revised proposed P's&G's, in accordance with the California Code of Regulations, title 2, section 1183.12, subdivisions (b) and (c), for the Crime Victims Domestic Violence Incident Reports II reimbursement program. These Ps&Gs address specific reimbursable activities which are reasonably necessary in performing mandatory duties and are encompassed by the Commission on State Mandates' [Commission] decision, adopted on September 27, 2007.

In addition, a Reasonable Reimbursement Methodology (RRM), permitted under Government Code section 17518.5<sup>1</sup>, is recommended in order to simplify the administrative claiming process and reduce costs. In the alternative, language permitting claimants to time study specified reimbursable activities is recommended<sup>2</sup>.

Commission's Decision

On September 27, 2007, the Commission adopted a Statement of Decision, finding that effective January 1, 2002 Penal Code section 13730(c)(3), (Stats. 2001, ch. 483), imposes a reimbursable state-mandated program within the meaning of article XIII B, section 6 of the California Constitution and Government Code section 17514, for local agencies, on all domestic violence-related calls for assistance:

- On the domestic violence incident report form a notation of whether the officer or officers who responded to the domestic violence call found it necessary, for the protection of the peace officer or other persons present, to inquire of the victim, the alleged abuser, or both, whether a firearm or other deadly weapon was present at the location, and, if there is an inquiry, whether that inquiry disclosed the presence of a firearm or other deadly weapon. (Pen. Code. Sec. 13730(c)(3)).

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<sup>1</sup> Section 17518.5 defines a "Reasonable reimbursement methodology" as "... a formula for reimbursing local agency and school district costs mandated by the state that meets the following conditions: (1) The total amount to be reimbursed statewide is equivalent to total estimated local agency and school district costs to implement the mandate in a cost-efficient manner. (2) For 50 percent or more of eligible local agency and school district claimants, the amount reimbursed is estimated to fully offset their projected costs to implement the mandate in a cost-efficient manner".

<sup>2</sup> In this event, time study language is included in the attached Ps&Gs under section IV. Reimbursable Activities: "Claimants may use time studies to support salary and benefit costs when an activity is task-repetitive. Time study usage is subject to review and audit conducted by the State Controller's Office".

Effective January 1, 2003, in accordance with Penal Code section 12028.5 (Stats. 2002, ch.833) the Commission found the activities listed below are reimbursable state-mandated activities:

- To take temporary custody of any firearm or other deadly weapon when necessary for the protection of the peace officer or other persons present (Pen. Code. Sec. 12028.5(b)).
- To give the owner or person in lawful possession of the firearm or other deadly weapon a receipt that describes the firearm or deadly weapon and lists any identification or serial number on the firearm and indicates where the firearm or weapon can be recovered, the time limit for recovery, and the date after which the owner or possessor can recover it. (Pen. Code. Sec. 12028.5(b)).
- To make the firearm or other deadly weapon available to the owner or person who was in lawful possession 48 hours after seizure or as soon as possible, but no later than five business days following the seizure. Reimbursement for this activity is not required if either: (1) the firearm or other deadly weapon confiscated is retained for use as evidence related to criminal charges as a result of domestic violence incident; or (2) if the firearm or other deadly weapon is retained because it was illegally possessed; or (3) if the firearm or other deadly weapon is retained because of a court petition filed pursuant to subdivision (f) of Section 12028.5. (Pen. Code. Sec. 12028.5(b)).
- To sell or destroy, as provided in subdivision (c) of Section 12028, any firearm or other deadly weapon taken into custody and held for longer than 12 months and not recovered by the owner or person in lawful possession at the time it was taken into custody. Reimbursement for this activity is not required for firearms or other deadly weapons not recovered within 12 months due to an extended hearing process as provided in subdivision (j) of section 12028.5. (Pen. Code. Sec. 12028.5(e)).
- If the local agency has reasonable cause to believe that the return of a firearm or other deadly weapon would be likely to result in endangering the victim or the person reporting the assault or threat, for the agency to advise the owner of the firearm or other deadly weapon, and within 60 days of the date of seizure (or 90 days if an extension is granted) initiate a petition in superior court to determine if the firearm or other deadly weapon should be returned. (Pen. Code. Sec. 12028.5(f)).
- To inform the owner or person who had lawful possession of the firearm or other deadly weapon, at that person's last known address by registered mail, return receipt requested, that he or she has 30 days from the date of receipt of the notice to respond to the court clerk to confirm his or her desire for a hearing, and

that the failure to respond shall result in a default order forfeiting the confiscated firearm or other deadly weapon. If the person whose firearm or other deadly weapon was seized does not reside at the last address provided to the local agency, for the agency to make a diligent, good faith effort to learn the whereabouts of the person and to comply with the notification requirements in subdivision (g) of section 12028.5. (Pen. Code. Sec. 12028.5(g)).

- If the owner or person who had lawful possession of the firearm or other deadly weapon requests a hearing, to show in court by a preponderance of evidence that the return of the firearm or other deadly weapon would result in endangering the victim or the person reporting the assault or threat. If the court orders the firearm or other deadly weapon returned to the owner or person who had lawful possession, the local agency upon order of the court shall pay reasonable attorney's fees to the prevailing party. (Pen. Code. Sec. 12028.5(h)).
- If the owner or person who had lawful possession of the firearm or other deadly weapon does not requests a hearing or does not respond within 30 days of the receipt of notice, to file a petition in court for an order of default. (Pen. Code. Sec. 12028.5(i)).

Effective January 1, 2003, in accordance with Penal Code section 12028.5 (Stats. 2002, ch. 833) the Commission found that the following activities are reimbursable state-mandated activities within the meaning of the article XIII B, section 6 and Government Code section 17514, for local agencies, when firearms or other deadly weapons are taken into temporary custody at the scene of domestic violence incident involving a threat to human life or a physical assault, and the firearm or other deadly weapon is discovered in plain sight or pursuant to a consensual or other lawful search:

- The one-time activity of amending the receipt for a confiscated firearm or other deadly weapon to include "the time limit for recovery as required" by section 12028.5 (Pen. Code, sec. 12028.5 (b)).
- If the person who owns or had lawful possession of the firearm or other deadly weapon petitions the court for a second hearing within 12 months of the date of the initial hearing, showing by clear and convincing evidence that the return of the firearm or other deadly weapon would result in endangering the victim or the person reporting the assault or threat. If the court orders the firearm or other deadly weapon returned to the owner or person who had lawful possession, the local agency upon order of the court shall pay reasonable attorney's fees to the prevailing party. (Pen. Code. Sec. 12028.5(j)).

### Reasonable Reimbursement Methodology

A reasonable reimbursement methodology means a formula for reimbursing local agencies for costs mandated by the State, as defined in section 17514 of the Government Code. A reasonable reimbursement methodology shall be based on cost information from a reasonable sample of eligible claimants, information provided by associations of local agencies, or other projections of local costs. A reasonable reimbursement methodology shall consider the variation in costs among all local agencies to implement the mandate in a cost efficient-manner. Whenever possible, a reasonable reimbursement methodology shall be based on general allocation formulas, uniform cost allowance, standard time, and other approximations of local costs mandated by the State, rather than detailed actual documentation of actual local costs. (Gov. Code, sec. 17518.5.)

The County has developed five possible scenarios for implementing the subject law and detailed standard times required to perform specific activities under each scenario. The five scenarios are:

1. Deputy asks victim, suspect, or witnesses if firearms are present and no firearms are present.
2. Deputy asks victim, suspect, or witness if firearms are present. Firearms are present and deputy legally takes temporary custody of the firearm. The suspect has the firearm legally and the firearm is released to suspect.
3. Deputy asks victim, suspect, or witness if firearms are present. Firearms are present and deputy legally takes temporary custody of the firearm. The suspect has the firearm legally and the detective petitions the court to retain the firearm.
4. Deputy asks victim, suspect, or witness if firearms are present. Firearms are present and deputy legally takes temporary custody of the firearm. The suspect has the firearm legally but does not request the return of the firearm and the firearm is destroyed.
5. Deputy asks suspect if firearms are present and suspect refuses to relinquish firearms.

Further, the County developed a standard time survey questionnaire based on the above scenarios and one-time activity of developing an amended Receipt for [Firearm] Property and sent it to 48 eligible claimants. From 48, only 12 participated in the survey, including the County. An average standard time has been computed for each scenario and one-time activity from the representative sample of eligible claimants as follows (see Schedule A):

## RRM Rates

| Scenario                              | Number of Minutes |
|---------------------------------------|-------------------|
| Scenario 1 (Sch. A, attach. 1)        | 15                |
| Scenario 2 (Sch. A, attach. 2)        | 133               |
| Scenario 3 (Sch. A, attach. 3):       |                   |
| Release of firearm                    | 141               |
| Destruction of firearm                | 260               |
| Scenario 4 (Sch. A, attach. 4)        | 220               |
| Scenario 5 (Sch. A, attach. 5)        | 32                |
| One-time activity (Sch. A, attach. 6) | 56                |

Therefore, the eligible claimants using the above RRM rates will be able to claim for reimbursement for all their direct and indirect costs by multiplying the RRM rates for each scenario with the blended productive hourly rate of the involved employees.

In the event that a consensus RRM cannot be reached, alternative time study language, permitting claimants to time study specified reimbursable activities has also been included, in the attached Ps&Gs under section IV. Reimbursable Activities:

"Claimants may use time studies to support salary and benefit costs when an activity is task-repetitive. Time study usage is subject to review and audit conducted by the State Controller's Office".

The County's recommended Parameters and Guidelines for the Crime Victims' Domestic Violence Incident Reports II reimbursement program immediately follow this Narrative section.

**Los Angeles County**  
**Revised Proposed Parameters and Guidelines [Ps&Gs]**  
**Crime Victims' Domestic Violence Incident Reports II [02-TC-18]**

**I. SUMMARY OF THE MANDATE**

On September 27, 2007 the Commission on State Mandates adopted its Statement of Decision that Penal Code Section 13730, Subdivision (c)(3) and Family Code Section 6228 constitute reimbursable state-mandated programs upon local governments within the meaning of article XIIB, section 6 of the California Constitution and Government Code section 17514.

The Commission decided that local agencies should be reimbursed for implementing certain provisions of the pertinent ['test claim'] legislation. On pages 1-4 of Commission's 'Statement of Decision', these reimbursable provisions were grouped into 11 general categories, as follows:

Effective January 1, 2002, Penal Code Section 13730, subdivision (c)(3) imposes the following reimbursable state-mandated activity:

- To include on the domestic violence incident report form a notation of whether the officer or officers who responded to the domestic violence call found it necessary, for the protection of the peace officer or other persons present, to inquire of the victim, the alleged abuser, or both, whether a firearm or other deadly weapon was present at the location, and if there is an inquiry, whether that inquiry disclosed the presence of a firearm or other deadly weapon. (Pen. Code Sec. 13730(c)(3).

Effective January 1, 2003, in accordance with Penal Code section 12028.5 (Stats. 2002, ch. 833) the Commission finds that the activities listed below are reimbursable state-mandated activities:

- To take a temporary custody of and firearm or other deadly weapon when necessary for the protection of the peace officer or other persons present. (Pen. Code, Sec. 12028.5, sub.(b).)
- To give the owner or person in lawful possession of the firearm or other deadly weapon a receipt that describes the firearm or deadly weapon lists any identification or serial number on the firearm and indicates where the firearm or weapon can be recovered, the time limit for recovery, and the date after which the owner or possessor can recover it. (Pen. Code, Sec. 12028.5, sub.(b).)
- To make the firearm or other deadly weapon available to the owner or person who was in lawful possession 48 hours after seizure or as soon as possible, but

no later than five business days following the seizure. Reimbursement for this activity is not required if either: (1) the firearm or other deadly weapon confiscated is retained for use as evidence related to criminal charges as result of domestic violence incident; or (2) if the firearm or other deadly weapon is retained because of illegally possessed, or (3) if the firearm or other deadly weapon is retained because of a court petition filed pursuant to subdivision (f) of Section 12028.5. (Pen. Code. Sec. 12028.5(b).)

- To sell or destroy, as provided in subdivision (c) of Section 12028, any firearm or other deadly weapon taken into custody and held for longer than 12 months and not recovered by the owner or person in lawful possession at the time it was taken into custody. Reimbursement for this activity is not required for firearms or other deadly weapons not recovered within 12 months due to an extended hearing process as provided in subdivision (j) of section 12028.5. (Pen. Code. Sec. 12028.5(e).)
- If the local agency has reasonable cause to believe that the return of a firearm or other deadly weapon would be likely to result in endangering the victim or the person reporting the assault or threat, for the agency to advise the owner of the firearm or other deadly weapon, and within 60 days of the date of seizure (or 90 days if an extension is granted) initiate a petition in superior court to determine if the firearm or other deadly weapon should be returned. (Pen. Code. Sec. 12028.5(f).)
- To inform the owner or person who had lawful possession of the firearm or other deadly weapon, at that person's last known address by registered mail, return receipt requested, that he or she has 30 days from the date of receipt of the notice to respond to the court clerk to confirm his or her desire for a hearing, and that the failure to respond shall result in a default order forfeiting the confiscated firearm or other deadly weapon. If the person whose firearm or other deadly weapon was seized does not reside at the last address provided to the local agency, for the agency to make a diligent, good faith effort to learn the whereabouts of the person and to comply with the notification requirements in subdivision (g) of section 12028.5(g).)
- If the owner or person who had lawful possession of the firearm or other deadly weapon requests a hearing, to show in court by a preponderance of evidence that the return of the firearm or other deadly weapon would be endangering the victim or the person reporting the assault or threat. If the court orders the firearm or other deadly weapon returned to the owner or person who had lawful possession, the local agency upon order of the court shall pay reasonable attorney's fees to the prevailing party. (Pen. Code. Sec. 12028.5(h).)
- If the owner or person who had lawful possession of the firearm or other deadly weapon does not requests a hearing or does not respond within 30 days of the



receipt of notice, to file a petition in court for an order of default. (Pen. Code. Sec. 12028.5(i).)

Effective January 1, 2003, in accordance with Penal Code Section 12028.5 (Stats. 2002, ch. 833) the Commission finds that the following activities are reimbursable state-mandated program within the Meaning of the article XIII B, section 6 and Government Code Section 17514, for local agencies, when firearms or other deadly weapons are taken into temporary custody at the scene of a domestic violence incident involving a threat to human life or a physical assault, and the firearm or other deadly weapon is discovered in plain sight or pursuant to a consensual or other lawful search.

- The one-time activity of amending the receipt for a confiscated firearm or other deadly weapon to include "the time limit for recovery as required by section 12028.5 (Pen. Code, sec. 12028.5 (b).)
- If the person who owns or had lawful possession of the firearm or other deadly weapon petitions the court for a second hearing within 12 months of the date of the initial hearing, showing by clear and convincing evidence that the return of the firearm or other deadly weapon would result in endangering the victim or the person reporting the assault or threat. If the court orders the firearm or other deadly weapon returned to the owner or person who had lawful possession, the local agency upon order of the court shall pay reasonable attorney's fees to the prevailing party. (Pen. Code. Sec. 12028.5(j).)

## **II. ELIGIBLE CLAIMANTS**

The eligible claimants are any county or city and county.

## **III. PERIOD OF REIMBURSEMENT**

Government Code section 17557, subdivision (c), as amended by Statutes of 1998, Chapter 681 (effective September 22, 1998), states that a test claim shall be submitted on or before June 30 following a given fiscal year to establish eligibility for that fiscal year. The test claim for "Crime Victim's Domestic Violence Incident Reports II" was filed as an amendment to an earlier test claim, Crime Victims' Domestic Violence Incident Reports, 99-TC-08 by the County of Los Angeles in April 2003, establishing eligibility for fiscal year 2002-03. However, the test claim statute was not in effect on July 1, 1998. Therefore, reimbursement claims may be filed for costs incurred pursuant to Statutes of 1984, Chapter 901; Statutes of 2001, Chapter 483; Statutes of 2002, Chapters 377, 830 and 833 on or after January 1, 2002 for the costs of including a notation of whether the officer or officers who responded to the domestic violence call found it necessary, for the protection of the peace officer or other persons present, to inquire of the victim, the alleged abuser, or both whether firearm or other deadly weapon was present at the

location, and if there is an inquiry, whether that inquiry disclosed the presence of a firearm or other deadly weapon.

The costs of compliance with new domestic violence-related firearm procedures as well as the costs incurred when firearms or other deadly weapons are taken into temporary custody at the scene of a domestic violence incident, as both specified in Penal Code Section 12028.5, (Stats. 2002, ch. 833), Penal Code Section 12028.5 are reimbursable, effective January 1, 2003.

Actual costs for one fiscal year shall be included in each claim. Pursuant to section 17561, subdivision (d)(1) of the Government Code, all claims for reimbursement of initial year's costs shall be submitted within 120 days of notification by the State Controller of the issuance of claiming instructions.

Government Code Section 17564, subdivision (a), prior to its amendment by Statutes of 2002, Chapter 1124, an urgency statute, (effective September 30, 2002) provides that if the total costs for a given year do not exceed \$200, no reimbursement shall be allowed. Section 17564, subdivision (a) as amended by Statutes of 2002, Chapter 1124, provides that if the total costs for a given year do not exceed \$1,000, no reimbursement shall be allowed. Therefore, for the 2002-03 fiscal year and subsequent claims, if the total costs for a given year do not exceed \$1,000, no reimbursement shall be allowed.

#### **IV. REIMBURSABLE ACTIVITIES**

For each eligible claimant, the following activities are eligible for reimbursement unless made optional under Government Code Section 17581.

##### **A. One-Time Activities**

1. The one-time activity of amending the receipt for a confiscated firearm or other deadly weapon to include "the time limit for recovery as required" by section 12028.5 (Pen. Code sec. 12028.5(b))

##### **B. On-Going Activities**

Effective January 1, 2002, Penal Code Section 13730, subdivision (c)(3) imposes the following reimbursable state-mandated activity:

- To include on the domestic violence incident report form a notation of whether the officer or officers who responded to the domestic violence call found it necessary, for the protection of the peace officer or other persons present, to inquire of the victim, the alleged abuser, or both, whether a firearm or other deadly weapon was present at the location, and if there is an inquiry, whether that inquiry disclosed the presence of a firearm or other deadly weapon. (Pen Code Sec. 13730(c)(3).

Effective January 1, 2003, in accordance with Penal Code section 12028.5 (Stats. 2002, ch. 833) the Commission finds that the activities listed below are reimbursable state-mandated activities:

- To take a temporary custody of and firearm or other deadly weapon when necessary for the protection of the peace officer or other persons present. (Pen. Code, Sec. 12028.5, sub.(b).)
- To give the owner or person in lawful possession of the firearm or other deadly weapon a receipt that describes the firearm or deadly weapon lists any identification or serial number on the firearm and indicates where the firearm or weapon can be recovered, the time limit for recovery, and the date after which the owner or possessor can recover it. (Pen. Code, Sec. 12028.5, sub.(b).)
- To make the firearm or other deadly weapon available to the owner or person who was in lawful possession 48 hours after seizure or as soon as possible, but no later than five business days following the seizure. Reimbursement for this activity is not required if either: (1) the firearm or other deadly weapon confiscated is retained for use as evidence related to criminal charges as result of domestic violence incident; or (2) if the firearm or other deadly weapon is retained because of illegally possessed, or (3) if the firearm or other deadly weapon is retained because of a court petition filed pursuant to subdivision (f) of Section 12028.5. (Pen. Code, Sec. 12028.5(b).)
- To sell or destroy, as provided in subdivision (c) of Section 12028, any firearm or other deadly weapon taken into custody and held for longer than 12 months and not recovered by the owner or person in lawful possession at the time it was taken into custody. Reimbursement for this activity is not required for firearms or other deadly weapons not recovered within 12 months due to an extended hearing process as provided in subdivision (j) of section 12028.5. (Pen. Code, Sec. 12028.5(e).)
- If the local agency has reasonable cause to believe that the return of a firearm or other deadly weapon would be likely to result in endangering the victim or the person reporting the assault or threat, for the agency to advise the owner of the firearm or other deadly weapon, and within 60 days of the date of seizure (or 90 days if an extension is granted) initiate a petition in superior court to determine if the firearm or other deadly weapon should be returned. (Pen. Code, Sec. 12028.5(f).)
- To inform the owner or person who had lawful possession of the firearm or other deadly weapon, at that person's last known address by registered mail, return receipt requested, that he or she has 30 days from the date of receipt of the notice to respond to the court clerk to confirm his or her desire for a hearing, and that the failure to respond shall result in a default order forfeiting the confiscated

firearm or other deadly weapon. If the person whose firearm or other deadly weapon was seized does not reside at the last address provided to the local agency, for the agency to make a diligent, good faith effort to learn the whereabouts of the person and to comply with the notification requirements in subdivision (g) of section 12028.5(g).)

- If the owner or person who had lawful possession of the firearm or other deadly weapon requests a hearing, to show in court by a preponderance of evidence that the return of the firearm or other deadly weapon would be endangering the victim or the person reporting the assault or threat. If the court orders the firearm or other deadly weapon returned to the owner or person who had lawful possession, the local agency upon order of the court shall pay reasonable attorney's fees to the prevailing party. (Pen. Code. Sec. 12028.5(h).)
- If the owner or person who had lawful possession of the firearm or other deadly weapon does not requests a hearing or does not respond within 30 days of the receipt of notice, to file a petition in court for an order of default. (Pen. Code. Sec. 12028.5(i).)

Effective January 1, 2003, in accordance with Penal Code Section 12028.5 (Stats. 2002, ch. 833) the Commission finds that the following activities are reimbursable state-mandated program within the Meaning of the article XIII B, section 6 and Government Code Section 17514, for local agencies, when firearms or other deadly weapons are taken into temporary custody at the scene of a domestic violence incident involving a threat to human life or a physical assault, and the firearm or other deadly weapon is discovered in plain sight or pursuant to a consensual or other lawful search:

- If the person who owns or had lawful possession of the firearm or other deadly weapon petitions the court for a second hearing within 12 months of the date of the initial hearing, showing by clear and convincing evidence that the return of the firearm or other deadly weapon would result in endangering the victim or the person reporting the assault or threat. If the court orders the firearm or other deadly weapon returned to then owner or person who had lawful possession, the local agency upon order of the court shall pay reasonable attorney's fees to the prevailing party. (Pen. Code. Sec. 12028.5(j).)

## **V. CLAIM PREPARATION AND SUBMISSION**

Claimants may be reimbursed for the activities described in Section IV, of the P's&G's by using the reasonable reimbursement methodology or by filing an actual claim.

### **A. Reasonable Reimbursement Methodology (RRM):**

The standard times will be multiplied by the blended productive hourly rates of those performing the five scenarios and the one-time activity. The products are

then multiplied by the number of times each scenario occurs. The resulting costs for each scenario and one-time activity are added and represent the total claim for the on-going and one-time activity described in Section IV, Reimbursable Activities, in the P's&G's.

#### **B. Actual Cost Method**

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs incurred to implement the mandated activities. Actual costs may be traceable and supported by source documents that show the validity of such costs, when they are incurred, their relationship to the reimbursable activities. A source document is a document created at or near the time actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in-sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify (or declare) under penalty of perjury under the laws of State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5. Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

In alternative, claimants may use time studies to support salary and benefit costs when an activity is task-repetitive. Time study usage is subject to the review and audit conducted by the State Controller's Officer.

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of the mandate:

#### **C. Direct Cost Reporting**

Direct costs are those costs incurred specifically for the reimbursable activities. The following direct costs are eligible for reimbursement:

##### **1. Salaries and Benefits**

Report each employee implementing the reimbursable activity by name, job classification, and productive hourly rate (total wages and related benefits divided

by productive hours). Describe the specific reimbursable activities performed and the hours devoted to each reimbursable activity performed.

## **2. Materials and Supplies**

Report the cost of materials and supplies that have been consumed or expended for the purpose of the reimbursable activities. Purchases shall be claimed at the actual price after deducting discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged on an appropriate and recognized method of costing, consistently applied.

## **3. Contracted Services**

Report the name of the contractor and services performed to implement the reimbursable activities. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the services that were performed during the period covered by the reimbursement claim. If the contract services are also used for purposes other than the reimbursable activities, only the pro-rata portion of the services used to implement the reimbursable activities can be claimed. Submit contract consultant and invoices with the claim and a description of the contract scope of services.

## **4. Fixed Assets and Equipment**

Report the purchase price paid for fixed assets and equipment (including computers) necessary to implement the reimbursable activities. The purchase price includes taxes, delivery costs, and installation costs. If the fixed asset or equipment is also used for purposes other than the reimbursable activities, only the pro-rata portion of the purchase price used to implement the reimbursable activities can be claimed.

## **5. Travel**

Report the name of the employee traveling for the purpose of the reimbursable activities. Include the date of travel, destination point, the specific reimbursable activity requiring travel, and related travel expenses reimbursed to the employee in compliance with the rules of the local jurisdiction. Report employee travel time according to the rules of cost element V.A Salaries and Benefits, for each applicable reimbursable activity.

## **6. Training**

Report the cost of training an employee to perform the reimbursable activities, as specified in Section IV of this document. Report the name and job classification

of each employee preparing for, attending, and/or conducting training necessary to implement the reimbursable activities. Provide the title, subject, and purpose (related to the mandate of the training session), dates attended, and location. If the training encompasses subjects broader than the reimbursable activities, only the pro-rata portion can be claimed. Report employee training time for each applicable reimbursable activity according to the rules of cost element V.A., Salaries and Benefits, and V.B., Materials and Supplies. Report the cost of consultants who conduct the training according to the rules of cost element V.C., Contracted Services. This data, if too voluminous to be included with the claim, may be reported in a summary. However, supporting data must be maintained as described in Section VI.

**D. Indirect Cost Rates**

Indirect costs are costs that are incurred for a common or joint purpose, benefiting more than one program, and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include (1) the overhead costs of the unit performing the mandate or (2) the indirect costs of administering reimbursable contract(s), or (3) the costs of the central government services distributed to the other departments based on a systematic and rational basis through a cost allocation plan.

Compensation for indirect costs is eligible for reimbursement utilizing the procedure provided in the Office of Management and Budget (OMB) Circular A-87. Claimants have the option of using 10% of labor, excluding fringe benefits, or, where applicable, 10% of the amount of reimbursable contract(s), if 50% or more of all reimbursable services are provided under contract, or preparing an Indirect Cost Rate Proposal (ICRP) if the indirect cost rate claimed exceeds 10%.

If the claimant chooses to prepare an ICRP, both the direct costs and the indirect costs shall exclude capital expenditures and unallowable costs (as defined and described in OMB A-87 Attachments A and B). However unallowable costs must be included in the direct costs if they represent activities to which indirect costs are properly allocable.

In calculating an ICRP, the claimant shall have the choice of the following methodologies:

1. The allocation of allowable indirect costs (as defined and described in OMB Circular A-87 Attachments A and B) shall be accomplished by (1) classifying a department's total costs for the base period as either direct or indirect, and (2) dividing the total allowable indirect costs (net of applicable credits) by an equitable distribution base. The result of this process is an indirect cost rate, which is used to distribute indirect costs to mandates. The rate should be

expressed as a percentage which the total amount allowable indirect costs bears to the base selected; or

2. The allocation of allowable indirect costs (as defined and described in OMB Circular A-87 attachments A and B) shall be accomplished by (1) separating a department into groups, such as divisions or sections, and then classifying the division's or section's total costs for the base period as either direct or indirect, and (2) dividing the total allowable indirect costs (net of applicable credits) by an equitable distribution base. The result of this process is an indirect cost rate that is used to distribute indirect costs to mandates. The rate should be expressed as a percentage, which the total amount allowable indirect costs bear to the base selected.

## **VI. RECORD RETENTION**

Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim of actual costs filed by a local agency or school district pursuant to this chapter is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to the claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initiate payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section IV, must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

## **VII. OFFSETTING REVENUE AND REIMBURSEMENTS**

Any offsets the claimant experiences in the same program as a result of the same statutes or executive orders found to contain the mandate shall be deducted from the costs claimed. In addition, reimbursement for this mandate from any source, including but not limited to, any Office of Criminal Justice Planning grants or other grant funding from a successor agency, service fees collected, federal funds, and other state funds, shall be identified and deducted from this claim.

## **VIII. STATE CONTROLLER'S CLAIMING INSTRUCTIONS**

Pursuant to Government Code section 17558, subdivision (b), the Controller shall issue claiming instructions for each mandate that requires state reimbursement not later than 60 days after receiving the adopted parameters and guidelines from the Commission, to assist local agencies and school districts in claiming costs to be



reimbursed. The claiming instructions shall be derived from the test claim decision and the parameters and guidelines adopted by the Commission.

Pursuant to Government Code section 17561, subdivision (d)(1), issuance of the claiming instructions shall constitute a notice of the right of the local agencies and school districts to file reimbursement claims, based upon parameters and guidelines adopted by the Commission.

#### **IX. RMEDIES BEFORE THE COMMISSION**

Upon request of a local agency or school district, the Commission shall review the claiming instructions issued by the State Controller or any other authorized state agency for reimbursement of mandated costs pursuant to Government Code section 17571. If the Commission determines that the claiming instructions do not conform to the parameters and guidelines, the Commission shall direct the Controller to modify the claiming instructions and the Controller shall modify the claiming instructions to conform to the parameters and guidelines as directed by the Commission.

In addition, requests may be made to amend parameters and guidelines pursuant to Government Code section 17557, subdivision (d), and California Code of Regulations, title 2, section 1183.2.

#### **X. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIUELINES**

The Statement of Decision is legally binding on all parties and provides the legal and factual basis for the parameters and guidelines. The support for the legal and factual findings is found in the administrative record for the test claim. The administrative record, including the Statement of Decision, is on file with the Commission.

**Schedule A**  
**Summary**  
**Crime Victims' Domestic Violence Incident Reports II [02-TC-18]**

|                                      | <b>Number of<br/>Minutes</b> |
|--------------------------------------|------------------------------|
| Scenario 1 (See Attch. 1)            | 15                           |
| Scenario 2 (See Attch. 2)            | 133                          |
| Scenario 3 (See Attch. 3)            |                              |
| For Release of Firearm Only          | 28                           |
| For Destruction of Firearm Only      | 128                          |
| For Total Release of Firearm         | 141                          |
| For Total Destruction of Firearm     | 260                          |
| Scenario 4 (See Attch. 4)            | 220                          |
| Scenario 5 (See Attch. 5)            | 32                           |
| One Time Activity Fee (See Attch. 6) | 56                           |

## SCENARIO 1

## Attachment 1

| 1 | Action                                     | Los Angeles County |                |
|---|--|--------------------|----------------|
|   |  | Minutes            | Position       |
|   | Inquire if firearms are at scene           | 2                  | Deputy         |
|   | Document inquiry on report                 | 5                  | Deputy         |
|   | Report reviewed and approved by Supervisor | 2                  | Sergeant       |
|   | Sub-total                                  | 9                  |                |
| 2 |  | Napa County        |                |
|   |  | Minutes            | Position       |
|   | Inquire if firearms are at scene           | 5                  | Deputy         |
|   | Document inquiry on report                 | 5                  | Deputy         |
|   | Report reviewed and approved by Supervisor | 10                 | SGT            |
|   | Sub-total                                  | 20                 |                |
| 3 |  | Colusa County      |                |
|   |  | Minutes            | Position       |
|   | Inquire if firearms are at scene           | 2                  | Deputy         |
|   | Document inquiry on report                 | 5                  | Deputy         |
|   | Report reviewed and approved by Supervisor | 10                 | SGT            |
|   | Sub-total                                  | 17                 |                |
| 4 |  | Fresno County      |                |
|   |  | Minutes            | Position       |
|   | Inquire if firearms are at scene           | 1                  | Deputy         |
|   | Document inquiry on report                 | 1                  | Deputy         |
|   | Report reviewed and approved by Supervisor | 5                  | SGT            |
|   | Sub-total                                  | 7                  |                |
| 5 |  | Inyo County        |                |
|   |  | Minutes            | Position       |
|   | Inquire if firearms are at scene           | 5                  | Patrol Officer |
|   | Document Inquiry on report                 | 5                  | Patrol Officer |
|   | Report reviewed and approved by Supervisor | 10                 | SGT            |
|   | Sub-total                                  | 20                 |                |
| 6 |  | Santa Clara County |                |
|   |  | Minutes            | Position       |
|   | Inquire if firearms are at scene           | 2                  | Deputy         |
|   | Document Inquiry on report                 | 1                  | Deputy         |
|   | Report reviewed and approved by Supervisor | 2                  | SGT            |
|   | Sub-total                                  | 5                  |                |

## SCENARIO 1

## Attachment 1

| 7  | Action                                     | San Francisco County |                 |
|----|--|----------------------|-----------------|
|    |  | Minutes              | Position        |
|    | Inquire if firearms are at scene           | 5                    | Patrol Officer  |
|    | Document inquiry on report                 | 5                    | Patrol Officer  |
|    | Report reviewed and approved by Supervisor | 5                    | SGT             |
|    | Sub-total                                  | 15                   |                 |
| 8  |  | Plumas County        |                 |
|    |  | Minutes              | Position        |
|    | Inquire if firearms are at scene           | 5                    | Deputy          |
|    | Document inquiry on report                 | 5                    | Deputy          |
|    | Report reviewed and approved by Supervisor | 10                   | SGT             |
|    | Sub-total                                  | 20                   |                 |
| 9  |  | San Mateo County     |                 |
|    |  | Minutes              | Position        |
|    | Inquire if firearms are at scene           | 2                    | Patrol Deputy   |
|    | Document inquiry on report                 | 5                    | Patrol Deputy   |
|    | Report reviewed and approved by Supervisor | 10                   | Patrol SGT      |
|    | Sub-total                                  | 17                   |                 |
| 10 |  | Orange County        |                 |
|    |  | Minutes              | Position        |
|    | Inquire if firearms are at scene           | 5                    | Patrol Deputy   |
|    | Document inquiry on report                 | 20                   | Patrol Deputy   |
|    | Report reviewed and approved by Supervisor | 5                    | Patrol SGT      |
|    | Sub-total                                  | 30                   |                 |
| 11 |  | LA City              |                 |
|    |  | Minutes              | Position        |
|    | Inquire if firearms are at scene           | 2                    | Patrol Officer  |
|    | Document inquiry on report                 | 2                    | Patrol Officer  |
|    | Report reviewed and approved by Supervisor | 5                    | Watch Commander |
|    | Sub-total                                  | 9                    |                 |
| 12 |  | City of Long Beach   |                 |
|    |  | Minutes              | Position        |
|    | Inquire if firearms are at scene           | 1                    | Patrol Officer  |
|    | Document inquiry on report                 | 1                    | Patrol Officer  |
|    | Report reviewed and approved by Supervisor | 3                    | SGT             |
|    | Sub-total                                  | 5                    |                 |
|    |  |                      |                 |
|    | <b>Total</b>                               | <b>174</b>           |                 |
|    | <b>Average</b>                             | <b>15</b>            |                 |

## SCENARIO 2

## Attachment 2

| 1 | Action  | Los Angeles County |           |
|---|---|--------------------|-----------|
|   |   | Minutes            | Position  |
|   | Inquire if firearms are at scene                        | 2                  | Deputy    |
|   | Retrives firearm  | 5                  | Deputy    |
|   | Renders firearm safe                                    | 2                  | Deputy    |
|   | Processing the firearm                                  | 20                 | Deputy    |
|   | Document inquiry on report                              | 5                  | Deputy    |
|   | Report reviewed and approved by Supervisor              | 2                  | SGT       |
|   | Enter firearm info into DOJ/AFS                         | 5                  | SSCII     |
|   | Verify firearm Info/Temporary storage of firearm        | 5                  | LET       |
|   | Court or Release update records                         | 20                 | LET       |
|   | Prepare paperwork and firearm for transfer to P&E       | 5                  | LET       |
|   | Verify info upon receipt of firearm at P&E              | 5                  | EPC III   |
|   | Storing of firearms at P&E                              | 5                  | EPC III   |
|   | Enter info to database/file docs at P&E                 | 5                  | ITC       |
|   | Verify Court/release to owner update records            | 10                 | EPC III   |
|   | Update evidence database and DOJ/AFS                    | 10                 | EPC III   |
|   | Release of firearms                                     | 15                 | Deputy B1 |
|   | Supervisors review and signature for release of firearm | 5                  | LT        |
|   | Sub-total   | 126                |           |
| 2 |   | Napa County        |           |
|   |   | Minutes            | Position  |
|   | Inquire if firearms are at scene                        | 5                  | Deputy    |
|   | Retrives firearm  | 5                  | Deputy    |
|   | Renders firearm safe                                    | 2                  | Deputy    |
|   | Processing the firearm                                  | 20                 | Deputy    |
|   | Document inquiry on report                              | 45                 | Deputy    |
|   | Report reviewed and approved by Supervisor              | 10                 | SGT       |
|   | Enter firearm info into DOJ/AFS                         | 5                  | Records   |
|   | Verify firearm Info/Temporary storage of firearm        | 5                  | Records   |
|   | Court or Release update records                         | 10                 | Records   |
|   | Prepare paperwork and firearm for transfer to P&E       | 15                 | Deputy    |
|   | Verify info upon receipt of firearm at P&E              | 10                 | Evidence  |
|   | Storing of firearms at P&E                              | 10                 | Evidence  |
|   | Enter info to database/file docs at P&E                 | 10                 | Evidence  |
|   | Verify Court/release to owner update records            | 10                 | Records   |
|   | Update evidence database and DOJ/AFS                    | 5                  | Evidence  |
|   | Release of firearms                                     | 10                 | Evidence  |
|   | Supervisors review and signature for release of firearm | 5                  | SGT       |
|   | Sub-total   | 182                |           |

## SCENARIO 2

## Attachment 2

| 3 | Action  | Colusa County |                  |
|---|---|---------------|------------------|
|   |   | Minutes       | Position         |
|   | Inquire if firearms are at scene                        | 2             | Deputy           |
|   | Retrives firearm  | 5             | Deputy           |
|   | Renders firearm safe                                    | 5             | Deputy           |
|   | Processing the firearm                                  | 5             | Deputy           |
|   | Document inquiry on report                              | 5             | Deputy           |
|   | Report reviewed and approved by Supervisor              | 10            | SGT              |
|   | Enter firearm info into DOJ/AFS                         | 5             | Dispatch         |
|   | Verify firearm Info/Temporary storage of firearm        | 15            | Deputy           |
|   | Court or Release update records                         | 5             | Tech             |
|   | Prepare paperwork and firearm for transfer to P&E       | 5             | Tech             |
|   | Verify info upon receipt of firearm at P&E              | 3             | Tech             |
|   | Storing of firearms at P&E                              | 2             | Tech             |
|   | Enter info to database/file docs at P&E                 | 5             | Tech             |
|   | Verify Court/release to owner update records            | 2             | Tech             |
|   | Update evidence database and DOJ/AFS                    | 5             | Tech             |
|   | Release of firearms                                     | 10            | Tech             |
|   | Supervisors review and signature for release of firearm | 1             | Lt.              |
|   | Sub-total   | 90            |                  |
| 4 | Action  | Fresno County |                  |
|   |   | Minutes       | Position         |
|   | Inquire if firearms are at scene                        | 1             | Deputy           |
|   | Retrives firearm  | 2             | Deputy           |
|   | Renders firearm safe                                    | 3             | Deputy           |
|   | Processing the firearm                                  | 180           |                  |
|   | Document inquiry on report                              | 1             | Deputy           |
|   | Report reviewed and approved by Supervisor              | 5             | SGT              |
|   | Enter firearm info into DOJ/AFS                         | 3             | Records          |
|   | Verify firearm Info/Temporary storage of firearm        | 5             | Deputy           |
|   | Court or Release update records                         |               |                  |
|   | Prepare paperwork and firearm for transfer to P&E       | 10            | Deputy           |
|   | Verify info upon receipt of firearm at P&E              | 5             | Property         |
|   | Storing of firearms at P&E                              | 5             | Property         |
|   | Enter info to database/file docs at P&E                 | 5             | Property         |
|   | Verify Court/release to owner update records            |               |                  |
|   | Update evidence database and DOJ/AFS                    | 5             | Property/Records |
|   | Release of firearms                                     | 10            | Property         |
|   | Supervisors review and signature for release of firearm |               |                  |
|   | Sub-total   | 240           |                  |

## SCENARIO 2

## Attachment 2

| 5 | Action  | Inyo County        |                  |
|---|---|--------------------|------------------|
|   |   | Minutes            | Position         |
|   | Inquire if firearms are at scene                        | 5                  | Patrol/Inv       |
|   | Retrives firearm  | 5                  | Patrol/Inv       |
|   | Renders firearm safe                                    | 1                  | Patrol/Inv       |
|   | Processing the firearm                                  | 10                 | Evid Tech        |
|   | Document inquiry on report                              | 10                 | Patrol/Inv       |
|   | Report reviewed and approved by Supervisor              | 10                 | SGT              |
|   | Enter firearm info into DOJ/AFS                         | 10                 | Dispatcher       |
|   | Verify firearm Info/Temporary storage of firearm        | 20                 | Evid Tech        |
|   | Court or Release update records                         | 10                 | Investigator     |
|   | Prepare paperwork and firearm for transfer to P&E       | 10                 | Patrol/Inv       |
|   | Verify info upon receipt of firearm at P&E              | 20                 | Evid Tech        |
|   | Storing of firearms at P&E                              | 20                 | Evid Tech        |
|   | Enter info to database/file docs at P&E                 | 20                 | Evid Tech        |
|   | Verify Court/release to owner update records            | 10                 | Investigator     |
|   | Update evidence database and DOJ/AFS                    | 10                 | Inv/Disp         |
|   | Release of firearms                                     | 10                 | Inv or Evid Tech |
|   | Supervisors review and signature for release of firearm | 10                 | Investigator     |
|   | Sub-total   | 191                |                  |
| 6 |   | Santa Clara County |                  |
|   |   | Minutes            | Position         |
|   | Inquire if firearms are at scene                        | 2                  | Deputy           |
|   | Retrives firearm  | 1                  | Deputy           |
|   | Renders firearm safe                                    | 3                  | Deputy           |
|   | Processing the firearm                                  | 5                  | Deputy           |
|   | Document inquiry on report                              | 1                  | Deputy           |
|   | Report reviewed and approved by Supervisor              | 2                  | SGT              |
|   | Enter firearm info into DOJ/AFS                         | 2                  | Law Enf Clerk    |
|   | Verify firearm Info/Temporary storage of firearm        | 5                  | Evid Tech        |
|   | Court or Release update records                         | 2                  | Detective        |
|   | Prepare paperwork and firearm for transfer to P&E       | 5                  | Evid Tech        |
|   | Verify info upon receipt of firearm at P&E              | 5                  | Evid Tech        |
|   | Storing of firearms at P&E                              | 5                  | Evid Tech        |
|   | Enter info to database/file docs at P&E                 | 2                  | Evid Tech        |
|   | Verify Court/release to owner update records            | 2                  | Detective        |
|   | Update evidence database and DOJ/AFS                    | 2                  | Evid Tech        |
|   | Release of firearms                                     | 15                 | Evid Tech        |
|   | Supervisors review and signature for release of firearm | 2                  | Det. Lt          |
|   | Sub-total   | 61                 |                  |

## SCENARIO 2

## Attachment 2

| 7 | Action  | San Francisco County |                |
|---|---|----------------------|----------------|
|   |   | Minutes              | Position       |
|   | Inquire if firearms are at scene                        | 5                    | Patrol Officer |
|   | Retrives firearm  | 5                    | Patrol Officer |
|   | Renders firearm safe                                    | 2                    | Patrol Officer |
|   | Processing the firearm                                  | 5                    | Patrol Officer |
|   | Document inquiry on report                              | 5                    | Patrol Officer |
|   | Report reviewed and approved by Supervisor              | 5                    | SGT/Lt         |
|   | Enter firearm info into DOJ/AFS                         | 10                   | Patrol Officer |
|   | Verify firearm Info/Temporary storage of firearm        | 1                    | Inspector      |
|   | Court or Release update records                         | 15                   | Inspector      |
|   | Prepare paperwork and firearm for transfer to P&E       | 5                    | Patrol Officer |
|   | Verify info upon receipt of firearm at P&E              | 5                    | Inspector      |
|   | Storing of firearms at P&E                              | 15                   | Patrol Officer |
|   | Enter info to database/file docs at P&E                 | 10                   | Inspector      |
|   | Verify Court/release to owner update records            | 2                    | Inspector      |
|   | Update evidence database and DOJ/AFS                    | 10                   | Patrol Officer |
|   | Release of firearms                                     | 5                    | Inspector      |
|   | Supervisors review and signature for release of firearm | 5                    | Inspector      |
|   | Sub-total   | 110                  |                |
| 8 |   | Plumas County        |                |
|   |   | Minutes              | Position       |
|   | Inquire if firearms are at scene                        | 5                    | Deputy         |
|   | Retrives firearm  | 5                    | Deputy         |
|   | Renders firearm safe                                    | 2                    | Deputy         |
|   | Processing the firearm                                  | 15                   | Deputy         |
|   | Document inquiry on report                              | 5                    | Deputy         |
|   | Report reviewed and approved by Supervisor              | 10                   | SGT            |
|   | Enter firearm info into DOJ/AFS                         | 5                    | Dispatcher     |
|   | Verify firearm Info/Temporary storage of firearm        | 10                   | Evid Clerk     |
|   | Court or Release update records                         | 5                    | Court Clerk    |
|   | Prepare paperwork and firearm for transfer to P&E       | 5                    | Deputy         |
|   | Verify info upon receipt of firearm at P&E              | 5                    | Evid Clerk     |
|   | Storing of firearms at P&E                              | 5                    | Evid Clerk     |
|   | Enter info to database/file docs at P&E                 | 2                    | Evid Clerk     |
|   | Verify Court/release to owner update records            | 5                    | Evid Clerk     |
|   | Update evidence database and DOJ/AFS                    | 5                    | Evid Clerk     |
|   | Release of firearms                                     | 10                   | Evid Clerk     |
|   | Supervisors review and signature for release of firearm | 5                    | SGT            |
|   | Sub-total   | 104                  |                |



## SCENARIO 2

## Attachment 2

| 9  | Action  | San Mateo County |                         |
|----|---|------------------|-------------------------|
|    |   | Minutes          | Position                |
|    | Inquire if firearms are at scene                        | 2                | Patrol Deputy           |
|    | Retrives firearm  | 5                | Patrol Deputy           |
|    | Renders firearm safe                                    | 2                | Patrol Deputy           |
|    | Processing the firearm                                  | 15               | Patrol Deputy           |
|    | Document inquiry on report                              | 10               | Patrol Deputy           |
|    | Report reviewed and approved by Supervisor              | 10               | Patrol SGT              |
|    | Enter firearm info into DOJ/AFS                         | 10               | Property OFCR           |
|    | Verify firearm Info/Temporary storage of firearm        | 5                | Property OFCR           |
|    | Court or Release update records                         | 5                | Property OFCR           |
|    | Prepare paperwork and firearm for transfer to P&E       | 5                | Property OFCR           |
|    | Verify info upon receipt of firearm at P&E              | 5                | Property OFCR           |
|    | Storing of firearms at P&E                              | 10               | Property OFCR           |
|    | Enter info to database/file docs at P&E                 | 5                | Property OFCR           |
|    | Verify Court/release to owner update records            | 10               | Property OFCR           |
|    | Update evidence database and DOJ/AFS                    | 5                | Property OFCR           |
|    | Release of firearms                                     | 20               | Property OFCR           |
|    | Supervisors review and signature for release of firearm | 5                | Property SUN            |
|    | Sub-total   | 129              |                         |
| 10 | Action  | Orange County    |                         |
|    |   | Minutes          | Position                |
|    | Inquire if firearms are at scene                        | 5                | Patrol Deputy           |
|    | Retrives firearm  | 10               | Patrol Deputy           |
|    | Renders firearm safe                                    | 5                | Patrol Deputy           |
|    | Processing the firearm                                  | 5                | Patrol Deputy           |
|    | Document inquiry on report                              | 20               | Patrol Deputy           |
|    | Report reviewed and approved by Supervisor              | 5                | Patrol SGT              |
|    | Enter firearm info into DOJ/AFS                         | 10               | Patrol Deputy           |
|    | Verify firearm Info/Temporary storage of firearm        | 15               | Patrol Deputy           |
|    | Court or Release update records                         | 5                | Legal Property Tech     |
|    | Prepare paperwork and firearm for transfer to P&E       | 10               | LPT                     |
|    | Verify info upon receipt of firearm at P&E              | 5                | LPT                     |
|    | Storing of firearms at P&E                              | 10               | LPT                     |
|    | Enter info to database/file docs at P&E                 | 5                | LPT                     |
|    | Verify Court/release to owner update records            | 5                | LPT                     |
|    | Update evidence database and DOJ/AFS                    | 10               | LPT                     |
|    | Release of firearms                                     | 10               | Sheriff Special Officer |
|    | Supervisors review and signature for release of firearm | 5                | SGT                     |
|    | Sub-total   | 140              |                         |

## SCENARIO 2

## Attachment 2

| 11 | Action  | LA City            |                  |
|----|---|--------------------|------------------|
|    |   | Minutes            | Position         |
|    | Inquire if firearms are at scene                        | 2                  | Police Officer   |
|    | Retrives firearm  | 10                 | Police Officer   |
|    | Renders firearm safe                                    | 10                 | Police Officer   |
|    | Processing the firearm                                  | 60                 | Police Officer   |
|    | Document inquiry on report                              | 2                  | Police Officer   |
|    | Report reviewed and approved by Supervisor              | 10                 | Watch Commander  |
|    | Enter firearm info into DOJ/AFS                         | 10                 | Police Officer   |
|    | Verify firearm Info/Temporary storage of firearm        | 10                 | Police Officer   |
|    | Court or Release update records                         |                    |                  |
|    | Prepare paperwork and firearm for transfer to P&E       | 10                 | Property Officer |
|    | Verify info upon receipt of firearm at P&E              | 5                  | Property Officer |
|    | Storing of firearms at P&E                              | 5                  | Property Officer |
|    | Enter info to database/file docs at P&E                 | 5                  | Property Officer |
|    | Verify Court/release to owner update records            | 5                  | Property Officer |
|    | Update evidence database and DOJ/AFS                    |                    |                  |
|    | Release of firearms                                     | 15                 | Property Officer |
|    | Supervisors review and signature for release of firearm |                    |                  |
|    | Sub-total   | 159                |                  |
| 12 |   | City of Long Beach |                  |
|    |   | Minutes            | Position         |
|    | Inquire if firearms are at scene                        | 1                  | Patrol Officer   |
|    | Retrives firearm  | 5                  | Patrol Officer   |
|    | Renders firearm safe                                    | 2                  | Patrol Officer   |
|    | Processing the firearm                                  | 5                  | Patrol Officer   |
|    | Document inquiry on report                              | 2                  | Patrol Officer   |
|    | Report reviewed and approved by Supervisor              | 5                  | SGT              |
|    | Enter firearm info into DOJ/AFS                         | 3                  | Records Clerk    |
|    | Verify firearm Info/Temporary storage of firearm        | 3                  | Patrol Officer   |
|    | Court or Release update records                         | 3                  | Detective        |
|    | Prepare paperwork and firearm for transfer to P&E       | 5                  | Patrol Officer   |
|    | Verify info upon receipt of firearm at P&E              | 3                  | Property Clerk   |
|    | Storing of firearms at P&E                              | 3                  | Property Clerk   |
|    | Enter info to database/file docs at P&E                 | 4                  | Property Clerk   |
|    | Verify Court/release to owner update records            | 6                  | Detective        |
|    | Update evidence database and DOJ/AFS                    | 4                  | Records Clerk    |
|    | Release of firearms                                     | 5                  | Property Clerk   |
|    | Supervisors review and signature for release of firearm | 3                  | Detective        |
|    | Sub-total   | 62                 |                  |
|    |   |                    |                  |
|    | Total   | 1,594              |                  |
|    | Average   | 133                |                  |

## SCENARIO 3

## Attachment 3

| 1 | Action  | Los Angeles County |           |
|---|---|--------------------|-----------|
|   |   | Minutes            | Position  |
|   | Inquire if firearms are at scene                                  | 2                  | Deputy    |
|   | Retrives firearm  | 5                  | Deputy    |
|   | Renders firearm safe  | 2                  | Deputy    |
|   | Processing the firearm  | 20                 | Deputy    |
|   | Document inquiry on report  | 5                  | Deputy    |
|   | Report reviewed and approved by Supervisor                        | 2                  | SGT       |
|   | Enter firearm info into DOJ/AFS                                   | 5                  | SSC II    |
|   | Verify firearm Info/Temporary storage of firearm                  | 5                  | LET       |
|   | Court or Release update records                                   | 20                 | LET       |
|   | Prepare paperwork and firearm for transfer to P&E                 | 5                  | LET       |
|   | Verify info upon receipt of firearm at P&E                        | 5                  | EPC III   |
|   | Storing of firearms at P&E  | 5                  | EPC III   |
|   | Enter info to database/file docs at P&E                           | 5                  | ITC       |
|   | Prepare petition for retention of firearm                         | 15                 | Deputy B1 |
|   | Notification to suspect of petition for retention of firearm      | 10                 | SSC II    |
|   |   | 111                |           |
|   | <b>Add for Release of firearm:</b>                                |                    |           |
|   | Verify Court/release to owner update records                      | 10                 | EPC III   |
|   | Update evidence database and DOJ/AFS                              | 10                 | EPC III   |
|   | Release of firearms   | 15                 | Deputy B1 |
|   | Supervisors review and signature for release of firearm           | 5                  | LT        |
|   | <b>Subtotal</b>   | <b>40</b>          |           |
|   | Subtotal for Release of firearm                                   | 151                |           |
|   | <b>Add for destruction of firearm:</b>                            |                    |           |
|   | Input & file the property paperwork                               | 5                  | ITC       |
|   | Create disposal authorization                                     | 5                  | SEPC      |
|   | Mail disposal authorization                                       | 5                  | ITC       |
|   | Make determination if firearm is ready to dispose                 | 2                  | SEPC      |
|   | Retrieve the property paperwork and attach disposal authorization | 5                  | ITC       |
|   | Destroy/crush firearm   | 3                  | EPC III   |
|   | Update computer regarding destruction and file property paperwork | 5                  | ITC       |
|   | <b>Subtotal</b>   | <b>30</b>          |           |
|   | Subtotal for Destruction of firearm                               | 141                |           |

## SCENARIO 3

## Attachment 3

| 2 | Action  | Napa County |           |
|---|---|-------------|-----------|
|   |   | Minutes     | Position  |
|   | Inquire if firearms are at scene                                  | 5           | Deputy    |
|   | Retrives firearm  | 5           | Deputy    |
|   | Renders firearm safe  | 2           | Deputy    |
|   | Processing the firearm  | 20          | Deputy    |
|   | Document inquiry on report  | 45          | Deputy    |
|   | Report reviewed and approved by Supervisor                        | 10          | SGT       |
|   | Enter firearm info into DOJ/AFS                                   | 5           | Records   |
|   | Verify firearm Info/Temporary storage of firearm                  | 5           | Records   |
|   | Court or Release update records                                   | 10          | Records   |
|   | Prepare paperwork and firearm for transfer to P&E                 | 15          | Deputy    |
|   | Verify info upon receipt of firearm at P&E                        | 10          | Evidence  |
|   | Storing of firearms at P&E  | 10          | Evidence  |
|   | Enter info to database/file docs at P&E                           | 10          | Evidence  |
|   | Prepare petition for retention of firearm                         | 45          | Detective |
|   | Notification to suspect of petition for retention of firearm      | 20          | Detective |
|   |   | 217         |           |
|   | <b>Add for Release of firearm:</b>                                |             |           |
|   | Verify Court/release to owner update records                      | 10          | Records   |
|   | Update evidence database and DOJ/AFS                              | 10          | Records   |
|   | Release of firearms   | 10          | Evidence  |
|   | Supervisors review and signature for release of firearm           | 5           | SGT       |
|   | <b>Subtotal</b>   | <b>35</b>   |           |
|   | <b>Subtotal for Release of firearm</b>                            | <b>252</b>  |           |
|   | <b>Add for destruction of firearm:</b>                            |             |           |
|   | Input & file the property paperwork                               | 10          | Evidence  |
|   | Create disposal authorization                                     | 30          | Detective |
|   | Mail disposal authorization                                       | 5           | Records   |
|   | Make determination if firearm is ready to dispose                 | 5           | Evidence  |
|   | Retrieve the property paperwork and attach disposal authorization | 5           | Evidence  |
|   | Destroy/crush firearm   | 240         | Evidence  |
|   | Update computer regarding destruction and file property paperwork | 10          | Evidence  |
|   | <b>Subtotal</b>   | <b>305</b>  |           |
|   | <b>Subtotal for Destruction of firearm</b>                        | <b>522</b>  |           |

## SCENARIO 3

## Attachment 3

| 3 | Action  | Colusa County |          |
|---|---|---------------|----------|
|   |   | Minutes       | Position |
|   | Inquire if firearms are at scene                                  | 2             | Deputy   |
|   | Retrives firearm  | 5             | Deputy   |
|   | Renders firearm safe  | 5             | Deputy   |
|   | Processing the firearm  | 5             | Deputy   |
|   | Document inquiry on report  | 5             | Deputy   |
|   | Report reviewed and approved by Supervisor                        | 10            | SGT      |
|   | Enter firearm info into DOJ/AFS                                   | 5             | Dispatch |
|   | Verify firearm Info/Temporary storage of firearm                  | 15            | Deputy   |
|   | Court or Release update records                                   | 5             | Tech     |
|   | Prepare paperwork and firearm for transfer to P&E                 | 5             | Tech     |
|   | Verify info upon receipt of firearm at P&E                        | 3             | Tech     |
|   | Storing of firearms at P&E  | 2             | Tech     |
|   | Enter info to database/file docs at P&E                           | 5             | Tech     |
|   | Prepare petition for retention of firearm                         |               |          |
|   | Notification to suspect of petition for retention of firearm      | 5             | Tech     |
|   |   | 77            |          |
|   | <b>Add for Release of firearm:</b>                                |               |          |
|   | Verify Court/release to owner update records                      | 2             | Tech     |
|   | Update evidence database and DOJ/AFS                              | 5             | Tech     |
|   | Release of firearms   | 10            | Tech     |
|   | Supervisors review and signature for release of firearm           | 1             | Lt       |
|   | <b>Subtotal</b>   | 18            |          |
|   | Subtotal for Release of firearm                                   | 95            |          |
|   | <b>Add for destruction of firearm:</b>                            |               |          |
|   | Input & file the property paperwork                               | 10            | Tech     |
|   | Create disposal authorization                                     | 10            | Tech     |
|   | Mail disposal authorization                                       | 1             | Tech     |
|   | Make determination if firearm is ready to dispose                 | 10            | Tech     |
|   | Retrieve the property paperwork and attach disposal authorization | 5             | Tech     |
|   | Destroy/crush firearm   |               |          |
|   | Update computer regarding destruction and file property paperwork | 3             | Tech     |
|   | <b>Subtotal</b>   | 39            |          |
|   | Subtotal for Destruction of firearm                               | 116           |          |

## SCENARIO 3

## Attachment 3

| 4 | Action  | Fresno County |                  |
|---|---|---------------|------------------|
|   |   | Minutes       | Position         |
|   | Inquire if firearms are at scene                                  | 1             | Deputy           |
|   | Retrives firearm  | 2             | Deputy           |
|   | Renders firearm safe  | 3             | Deputy           |
|   | Processing the firearm  | 180           |                  |
|   | Document inquiry on report  | 1             | Deputy           |
|   | Report reviewed and approved by Supervisor                        | 5             | SGT              |
|   | Enter firearm info into DOJ/AFS                                   | 3             | Records          |
|   | Verify firearm Info/Temporary storage of firearm                  | 5             | Deputy           |
|   | Court or Release update records                                   |               |                  |
|   | Prepare paperwork and firearm for transfer to P&E                 | 10            | Deputy           |
|   | Verify info upon receipt of firearm at P&E                        | 5             | Property         |
|   | Storing of firearms at P&E  | 5             | Property         |
|   | Enter info to database/file docs at P&E                           | 5             | Property         |
|   | Prepare petition for retention of firearm                         |               |                  |
|   | Notification to suspect of petition for retention of firearm      |               |                  |
|   |   | 225           |                  |
|   | <b>Add for Release of firearm:</b>                                |               |                  |
|   | Verify Court/release to owner update records                      |               |                  |
|   | Update evidence database and DOJ/AFS                              |               |                  |
|   | Release of firearms   |               |                  |
|   | Supervisors review and signature for release of firearm           |               |                  |
|   | <b>Subtotal</b>   | -             |                  |
|   | Subtotal for Release of firearm                                   | -             |                  |
|   | <b>Add for destruction of firearm:</b>                            |               |                  |
|   | Input & file the property paperwork                               | 13            | Property/Records |
|   | Create disposal authorization                                     | 10            | Property         |
|   | Mail disposal authorization                                       | 15            | Property         |
|   | Make determination if firearm is ready to dispose                 | 2             | Property         |
|   | Retrieve the property paperwork and attach disposal authorization | 1             | Property         |
|   | Destroy/crush firearm   | 10            | EOD              |
|   | Update computer regarding destruction and file property paperwork | 2             | Property         |
|   | <b>Subtotal</b>   | 53            |                  |
|   | Subtotal for Destruction of firearm                               | 278           |                  |

## SCENARIO 3

## Attachment 3

| 5 | Action  | Inyo County |                |
|---|---|-------------|----------------|
|   |   | Minutes     | Position       |
|   | Inquire if firearms are at scene                                  | 5           | Patrol Officer |
|   | Retrives firearm  | 5           | Patrol Officer |
|   | Renders firearm safe  | 5           | Patrol Officer |
|   | Processing the firearm  | 10          | Patrol Officer |
|   | Document inquiry on report  | 10          | Patrol Officer |
|   | Report reviewed and approved by Supervisor                        | 10          | SGT            |
|   | Enter firearm info into DOJ/AFS                                   | 10          | Dispatcher     |
|   | Verify firearm Info/Temporary storage of firearm                  | 20          | Evid Tech      |
|   | Court or Release update records                                   | 10          | Inv            |
|   | Prepare paperwork and firearm for transfer to P&E                 | 10          | Patrol/Inv     |
|   | Verify info upon receipt of firearm at P&E                        | 20          | Evid Tech      |
|   | Storing of firearms at P&E  | 20          | Evid Tech      |
|   | Enter info to database/file docs at P&E                           | 20          | Evid Tech      |
|   | Prepare petition for retention of firearm                         | 30          | Inv            |
|   | Notification to suspect of petition for retention of firearm      | 5           | Inv            |
|   |   | 190         |                |
|   | <b>Add for Release of firearm:</b>                                |             |                |
|   | Verify Court/release to owner update records                      | 10          | Inv            |
|   | Update evidence database and DOJ/AFS                              | 10          | Inv/Dispatcher |
|   | Release of firearms   | 10          | Inv            |
|   | Supervisors review and signature for release of firearm           | 10          | Inv            |
|   | <b>Subtotal</b>   | <b>40</b>   |                |
|   | <b>Subtotal for Release of firearm</b>                            | <b>230</b>  |                |
|   | <b>Add for destruction of firearm:</b>                            |             |                |
|   | Input & file the property paperwork                               | 45          | Inv/Evid Tech  |
|   | Create disposal authorization                                     | 45          | Inv/Evid Tech  |
|   | Mail disposal authorization                                       | 10          | Evid Tech      |
|   | Make determination if firearm is ready to dispose                 | 30          | Inv            |
|   | Retrieve the property paperwork and attach disposal authorization | 30          | Inv            |
|   | Destroy/crush firearm   | 60          | Inv/Evid Tech  |
|   | Update computer regarding destruction and file property paperwork | 20          | Dispatcher     |
|   | <b>Subtotal</b>   | <b>240</b>  |                |
|   | <b>Subtotal for Destruction of firearm</b>                        | <b>430</b>  |                |

## SCENARIO 3

## Attachment 3

| 6 | Action  | Santa Clara County |               |
|---|---|--------------------|---------------|
|   |   | Minutes            | Position      |
|   | Inquire if firearms are at scene                                  | 2                  | Deputy        |
|   | Retrives firearm  | 1                  | Deputy        |
|   | Renders firearm safe  | 3                  | Deputy        |
|   | Processing the firearm  | 5                  | Deputy        |
|   | Document inquiry on report  | 1                  | Deputy        |
|   | Report reviewed and approved by Supervisor                        | 2                  | SGT           |
|   | Enter firearm info into DOJ/AFS                                   | 2                  | Law Enf Clerk |
|   | Verify firearm Info/Temporary storage of firearm                  | 5                  | Evid Tech     |
|   | Court or Release update records                                   | 2                  | Detective     |
|   | Prepare paperwork and firearm for transfer to P&E                 | 5                  | Evid Tech     |
|   | Verify info upon receipt of firearm at P&E                        | 5                  | Evid Tech     |
|   | Storing of firearms at P&E  | 5                  | Evid Tech     |
|   | Enter info to database/file docs at P&E                           | 2                  | Evid Tech     |
|   | Prepare petition for retention of firearm                         | 15                 | Detective     |
|   | Notification to suspect of petition for retention of firearm      | 5                  | Detective     |
|   |   | 60                 |               |
|   | <b>Add for Release of firearm:</b>                                |                    |               |
|   | Verify Court/release to owner update records                      | 5                  | Detective     |
|   | Update evidence database and DOJ/AFS                              | 2                  | Evid Tech     |
|   | Release of firearms   | 15                 | Evid Tech     |
|   | Supervisors review and signature for release of firearm           | 2                  | Det Lt.       |
|   | <b>Subtotal</b>   | <b>24</b>          |               |
|   | Subtotal for Release of firearm                                   | <b>84</b>          |               |
|   | <b>Add for destruction of firearm:</b>                            |                    |               |
|   | Input & file the property paperwork                               | 2                  | Evid Tech     |
|   | Create disposal authorization                                     | 5                  | Evid Tech     |
|   | Mail disposal authorization                                       | 2                  | Evid Tech     |
|   | Make determination if firearm is ready to dispose                 | 15                 | Detective     |
|   | Retrieve the property paperwork and attach disposal authorization | 2                  | Evid Tech     |
|   | Destroy/crush firearm   | 5                  | Evid Tech     |
|   | Update computer regarding destruction and file property paperwork | 5                  | Evid Tech     |
|   | <b>Subtotal</b>   | <b>36</b>          |               |
|   | Subtotal for Destruction of firearm                               | <b>96</b>          |               |



## SCENARIO 3

## Attachment 3

| 7 | Action  | San Francisco County |                |
|---|---|----------------------|----------------|
|   |   | Minutes              | Position       |
|   | Inquire if firearms are at scene                                  | 5                    | Patrol Officer |
|   | Retrives firearm  | 5                    | Patrol Officer |
|   | Renders firearm safe  | 2                    | Patrol Officer |
|   | Processing the firearm  | 5                    | Patrol Officer |
|   | Document inquiry on report  | 5                    | Patrol Officer |
|   | Report reviewed and approved by Supervisor                        | 5                    | SGT/Lt         |
|   | Enter firearm info into DOJ/AFS                                   | 10                   | SGT/Lt         |
|   | Verify firearm Info/Temporary storage of firearm                  | 1                    | Inspector      |
|   | Court or Release update records                                   | 15                   | Inspector      |
|   | Prepare paperwork and firearm for transfer to P&E                 | 5                    | Inspector      |
|   | Verify info upon receipt of firearm at P&E                        | 1                    | Inspector      |
|   | Storing of firearms at P&E  | 15                   | Patrol Officer |
|   | Enter info to database/file docs at P&E                           | 5                    | Patrol Officer |
|   | Prepare petition for retention of firearm                         | 5                    | Patrol Officer |
|   | Notification to suspect of petition for retention of firearm      | 1                    | Patrol Officer |
|   |   | 85                   |                |
|   | <b>Add for Release of firearm:</b>                                |                      |                |
|   | Verify Court/release to owner update records                      | 5                    | Inspector      |
|   | Update evidence database and DOJ/AFS                              | 10                   | Patrol Officer |
|   | Release of firearms   | 10                   | Inspector      |
|   | Supervisors review and signature for release of firearm           | 5                    | Inspector      |
|   | <b>Subtotal</b>   | <b>30</b>            |                |
|   | <b>Subtotal for Release of firearm</b>                            | <b>115</b>           |                |
|   | <b>Add for destruction of firearm:</b>                            |                      |                |
|   | Input & file the property paperwork                               | 15                   | Civilian       |
|   | Create disposal authorization                                     | 5                    | Civilian       |
|   | Mail disposal authorization                                       |                      |                |
|   | Make determination if firearm is ready to dispose                 |                      |                |
|   | Retrieve the property paperwork and attach disposal authorization | 8                    | Civilian       |
|   | Destroy/crush firearm   | 15                   | Civilian       |
|   | Update computer regarding destruction and file property paperwork | 15                   | Civilian       |
|   | <b>Subtotal</b>   | <b>58</b>            |                |
|   | <b>Subtotal for Destruction of firearm</b>                        | <b>143</b>           |                |

## SCENARIO 3

## Attachment 3

| 8 | Action  | Plumas County |             |
|---|---|---------------|-------------|
|   |   | Minutes       | Position    |
|   | Inquire if firearms are at scene                                  | 5             | Deputy      |
|   | Retrives firearm  | 5             | Deputy      |
|   | Renders firearm safe  | 2             | Deputy      |
|   | Processing the firearm  | 15            | Deputy      |
|   | Document inquiry on report  | 5             | Deputy      |
|   | Report reviewed and approved by Supervisor                        | 10            | SGT         |
|   | Enter firearm info into DOJ/AFS                                   | 5             | Dispatch    |
|   | Verify firearm Info/Temporary storage of firearm                  | 10            | Evid Clerk  |
|   | Court or Release update records                                   | 5             | Court Clerk |
|   | Prepare paperwork and firearm for transfer to P&E                 | 5             | Deputy      |
|   | Verify info upon receipt of firearm at P&E                        | 5             | Evid Clerk  |
|   | Storing of firearms at P&E  | 5             | Evid Clerk  |
|   | Enter info to database/file docs at P&E                           | 2             | Evid Clerk  |
|   | Prepare petition for retention of firearm                         | 10            | Evid Clerk  |
|   | Notification to suspect of petition for retention of firearm      | 5             | Evid Clerk  |
|   |   | 94            |             |
|   | <b>Add for Release of firearm:</b>                                |               |             |
|   | Verify Court/release to owner update records                      | 10            | Evid Clerk  |
|   | Update evidence database and DOJ/AFS                              | 5             | Evid Clerk  |
|   | Release of firearms   | 10            | Evid Clerk  |
|   | Supervisors review and signature for release of firearm           | 5             | SGT         |
|   | <b>Subtotal</b>   | <b>30</b>     |             |
|   | <b>Subtotal for Release of firearm</b>                            | <b>124</b>    |             |
|   | <b>Add for destruction of firearm:</b>                            |               |             |
|   | Input & file the property paperwork                               | 10            | Evid Clerk  |
|   | Create disposal authorization                                     | 10            | Evid Clerk  |
|   | Mail disposal authorization                                       | 2             | Evid Clerk  |
|   | Make determination if firearm is ready to dispose                 | 10            | Evid Clerk  |
|   | Retrieve the property paperwork and attach disposal authorization | 10            | Evid Clerk  |
|   | Destroy/crush firearm   | 10            | Gunsmith    |
|   | Update computer regarding destruction and file property paperwor  | 10            | Evid Clerk  |
|   | <b>Subtotal</b>   | <b>62</b>     |             |
|   | <b>Subtotal for Destruction of firearm</b>                        | <b>156</b>    |             |

## SCENARIO 3

## Attachment 3

| 9 | Action  | San Mateo County |               |
|---|---|------------------|---------------|
|   |   | Minutes          | Position      |
|   | Inquire if firearms are at scene                                  | 2                | Patrol Deputy |
|   | Retrives firearm  | 5                | Patrol Deputy |
|   | Renders firearm safe  | 2                | Patrol Deputy |
|   | Processing the firearm  | 15               | Patrol Deputy |
|   | Document inquiry on report  | 10               | Patrol Deputy |
|   | Report reviewed and approved by Supervisor                        | 10               | Patrol SGT    |
|   | Enter firearm info into DOJ/AFS                                   | 10               | Property OFCR |
|   | Verify firearm Info/Temporary storage of firearm                  | 5                | Property OFCR |
|   | Court or Release update records                                   | 5                | Property OFCR |
|   | Prepare paperwork and firearm for transfer to P&E                 | 5                | Property OFCR |
|   | Verify info upon receipt of firearm at P&E                        | 5                | Property OFCR |
|   | Storing of firearms at P&E  | 10               | Property OFCR |
|   | Enter info to database/file docs at P&E                           | 10               | Property OFCR |
|   | Prepare petition for retention of firearm                         | 45               | Detective SGT |
|   | Notification to suspect of petition for retention of firearm      | 60               | Detective SGT |
|   |   | 199              |               |
|   | <b>Add for Release of firearm:</b>                                |                  |               |
|   | Verify Court/release to owner update records                      | 15               | Property OFCR |
|   | Update evidence database and DOJ/AFS                              | 10               | Property OFCR |
|   | Release of firearms   | 20               | Property OFCR |
|   | Supervisors review and signature for release of firearm           | 10               | Detective SGT |
|   | <b>Subtotal</b>   | <b>55</b>        |               |
|   | Subtotal for Release of firearm                                   | <b>254</b>       |               |
|   | <b>Add for destruction of firearm:</b>                            |                  |               |
|   | Input & file the property paperwork                               | 10               | Property OFCR |
|   | Create disposal authorization                                     | 10               | Property OFCR |
|   | Mail disposal authorization                                       | 5                | Property OFCR |
|   | Make determination if firearm is ready to dispose                 | 10               | Detective SGT |
|   | Retrieve the property paperwork and attach disposal authorization | 10               | Property OFCR |
|   | Destroy/crush firearm   | 60               | Property OFCR |
|   | Update computer regarding destruction and file property paperwor  | 10               | Property OFCR |
|   | <b>Subtotal</b>   | <b>115</b>       |               |
|   | Subtotal for Destruction of firearm                               | <b>314</b>       |               |

## SCENARIO 3

## Attachment 3

| 10 | Action  | Orange County |               |
|----|---|---------------|---------------|
|    |   | Minutes       | Position      |
|    | Inquire if firearms are at scene                                  | 5             | Patrol Deputy |
|    | Retrives firearm  | 10            | Patrol Deputy |
|    | Renders firearm safe  | 5             | Patrol Deputy |
|    | Processing the firearm  | 5             | Patrol Deputy |
|    | Document inquiry on report  | 20            | Patrol Deputy |
|    | Report reviewed and approved by Supervisor                        | 5             | Patrol SGT    |
|    | Enter firearm info into DOJ/AFS                                   | 10            | Patrol Deputy |
|    | Verify firearm Info/Temporary storage of firearm                  | 10            | Patrol Deputy |
|    | Court or Release update records                                   | 5             | LPT           |
|    | Prepare paperwork and firearm for transfer to P&E                 | 10            | LPT           |
|    | Verify info upon receipt of firearm at P&E                        | 5             | LPT           |
|    | Storing of firearms at P&E  | 10            | LPT           |
|    | Enter info to database/file docs at P&E                           | 5             | LPT           |
|    | Prepare petition for retention of firearm                         | 20            | SGT           |
|    | Notification to suspect of petition for retention of firearm      | 10            | LPT           |
|    |   | 135           |               |
|    | <b>Add for Release of firearm:</b>                                |               |               |
|    | Verify Court/release to owner update records                      | 5             | LPT           |
|    | Update evidence database and DOJ/AFS                              | 10            | LPT           |
|    | Release of firearms   | 10            | SSO           |
|    | Supervisors review and signature for release of firearm           | 5             | SGT           |
|    | <b>Subtotal</b>   | <b>30</b>     |               |
|    | <b>Subtotal for Release of firearm</b>                            | <b>165</b>    |               |
|    | <b>Add for destruction of firearm:</b>                            |               |               |
|    | Input & file the property paperwork                               | 5             | LPT           |
|    | Create disposal authorization                                     | 5             | LPT           |
|    | Mail disposal authorization                                       | 10            | LPT           |
|    | Make determination if firearm is ready to dispose                 | 10            | LPT           |
|    | Retrieve the property paperwork and attach disposal authorization | 5             | LPT           |
|    | Destroy/crush firearm   | 30            | LPT           |
|    | Update computer regarding destruction and file property paperwor  | 10            | LPT           |
|    | <b>Subtotal</b>   | <b>75</b>     |               |
|    | <b>Subtotal for Destruction of firearm</b>                        | <b>210</b>    |               |

## SCENARIO 3

## Attachment 3

| 11 | Action  | LA City    |                  |
|----|---|------------|------------------|
|    |   | Minutes    | Position         |
|    | Inquire if firearms are at scene                                  | 2          | Police Officer   |
|    | Retrives firearm  | 10         | Police Officer   |
|    | Renders firearm safe  | 10         | Police Officer   |
|    | Processing the firearm  | 60         | Police Officer   |
|    | Document inquiry on report  | 2          | Police Officer   |
|    | Report reviewed and approved by Supervisor                        | 10         | Sergeant         |
|    | Enter firearm info into DOJ/AFS                                   | 5          | Police Officer   |
|    | Verify firearm Info/Temporary storage of firearm                  | 10         | Police Officer   |
|    | Court or Release update records                                   |            |                  |
|    | Prepare paperwork and firearm for transfer to P&E                 | 10         | Property Officer |
|    | Verify info upon receipt of firearm at P&E                        | 2          | Property Officer |
|    | Storing of firearms at P&E  | 10         | Property Officer |
|    | Enter info to database/file docs at P&E                           | 5          | Property Officer |
|    | Prepare petition for retention of firearm                         |            |                  |
|    | Notification to suspect of petition for retention of firearm      |            |                  |
|    |   | 136        |                  |
|    | <b>Add for Release of firearm:</b>                                |            |                  |
|    | Verify Court/release to owner update records                      | 5          | Property Officer |
|    | Update evidence database and DOJ/AFS                              |            |                  |
|    | Release of firearms   | 15         | Property Officer |
|    | Supervisors review and signature for release of firearm           |            |                  |
|    | <b>Subtotal</b>   | <b>20</b>  |                  |
|    | <b>Subtotal for Release of firearm</b>                            | <b>156</b> |                  |
|    | <b>Add for destruction of firearm:</b>                            |            |                  |
|    | Input & file the property paperwork                               | 5          | Property Officer |
|    | Create disposal authorization                                     |            | Court            |
|    | Mail disposal authorization                                       |            | Court            |
|    | Make determination if firearm is ready to dispose                 |            | Court            |
|    | Retrieve the property paperwork and attach disposal authorization | 10         | Property Officer |
|    | Destroy/crush firearm   | 480        | Property Officer |
|    | Update computer regarding destruction and file property paperwork | 5          | Property Officer |
|    | <b>Subtotal</b>   | <b>500</b> |                  |
|    | <b>Subtotal for Destruction of firearm</b>                        | <b>636</b> |                  |

## SCENARIO 3

## Attachment 3

| 12 | Action  | City of Long Beach |                |
|----|---|--------------------|----------------|
|    |   | Minutes            | Position       |
|    | Inquire if firearms are at scene                                  | 1                  | Patrol Officer |
|    | Retrives firearm  | 5                  | Patrol Officer |
|    | Renders firearm safe  | 2                  | Patrol Officer |
|    | Processing the firearm  | 5                  | Patrol Officer |
|    | Document inquiry on report  | 2                  | Patrol Officer |
|    | Report reviewed and approved by Supervisor                        | 5                  | SGT            |
|    | Enter firearm info into DOJ/AFS                                   | 3                  | Records Clerk  |
|    | Verify firearm Info/Temporary storage of firearm                  | 3                  | Patrol Officer |
|    | Court or Release update records                                   | 3                  | Detective      |
|    | Prepare paperwork and firearm for transfer to P&E                 | 5                  | Patrol Officer |
|    | Verify info upon receipt of firearm at P&E                        | 3                  | Property Clerk |
|    | Storing of firearms at P&E  | 3                  | Property Clerk |
|    | Enter info to database/file docs at P&E                           | 4                  | Property Clerk |
|    | Prepare petition for retention of firearm                         | 5                  | Detective      |
|    | Notification to suspect of petition for retention of firearm      | 4                  | Detective      |
|    |   | 53                 |                |
|    | <b>Add for Release of firearm:</b>                                |                    |                |
|    | Verify Court/release to owner update records                      | 6                  | Detective      |
|    | Update evidence database and DOJ/AFS                              | 4                  | Records Clerk  |
|    | Release of firearms   | 5                  | Property Clerk |
|    | Supervisors review and signature for release of firearm           | 3                  | Detective      |
|    | <b>Subtotal</b>   | <b>18</b>          |                |
|    | <b>Subtotal for Release of firearm</b>                            | <b>71</b>          |                |
|    | <b>Add for destruction of firearm:</b>                            |                    |                |
|    | Input & file the property paperwork                               | 4                  | Property Clerk |
|    | Create disposal authorization                                     | 3                  | Property Clerk |
|    | Mail disposal authorization                                       | 3                  | Property Clerk |
|    | Make determination if firearm is ready to dispose                 | 5                  | Detective      |
|    | Retrieve the property paperwork and attach disposal authorization | 3                  | Property Clerk |
|    | Destroy/crush firearm   | 3                  | Property Clerk |
|    | Update computer regarding destruction and file property paperwork | 4                  | Property Clerk |
|    | <b>Subtotal</b>   | <b>25</b>          |                |
|    | <b>Subtotal for Destruction of firearm</b>                        | <b>78</b>          |                |
|    |   |                    |                |
|    | <b>Total for Release of firearm</b>                               | <b>1,697</b>       |                |
|    | <b>Total for Destruction of firearm</b>                           | <b>3,120</b>       |                |
|    | <b>Average for Release of firearm</b>                             | <b>141</b>         |                |
|    | <b>Average for Destruction of firearm</b>                         | <b>260</b>         |                |
|    | <b>Average for Release of firearm Only</b>                        | <b>28</b>          |                |
|    | <b>Average for Destruction of firearm Only</b>                    | <b>128</b>         |                |

## SCENARIO 4

## Attachment 4

| 1 | Action  | Los Angeles County |           |
|---|---|--------------------|-----------|
|   |   | Minutes            | Position  |
|   | Inquire if firearms are at scene                                  | 2                  | Deputy    |
|   | Retrives firearm  | 5                  | Deputy    |
|   | Renders firearm safe  | 2                  | Deputy    |
|   | Processing the firearm  | 20                 | Deputy    |
|   | Document inquiry on report  | 5                  | Deputy    |
|   | Report approved by Supervisor                                     | 2                  | SGT       |
|   | Enter firearm info into DOJ/AFS                                   | 5                  | SSC II    |
|   | Verify firearm Info/Temporary storage of firearm                  | 5                  | LET       |
|   | Court or Release update records                                   | 20                 | LET       |
|   | Prepare paperwork and firearm for transfer to P&E                 | 5                  | LET       |
|   | Verify info upon receipt of firearm at P&E                        | 5                  | EPC III   |
|   | Storing of firearms at P&E  | 5                  | EPC III   |
|   | Enter info to database/file docs at P&E                           | 5                  | ITC       |
|   | Create disposal authorization                                     | 5                  | SEPC      |
|   | Mail disposal authorization                                       | 5                  | ITC       |
|   | Make determination if firearm is ready to dispose                 | 2                  | SEPC      |
|   | Retrieve the property paperwork and attach disposal authorization | 5                  | ITC       |
|   | Destroy/crush firearm   | 3                  | EPC III   |
|   | Update computer re destruction and file property paperwork        | 5                  | ITC       |
|   | Sub-total   | 111                |           |
| 2 | Action  | Napa County        |           |
|   |   | Minutes            | Position  |
|   | Inquire if firearms are at scene                                  | 5                  | Deputy    |
|   | Retrives firearm  | 5                  | Deputy    |
|   | Renders firearm safe  | 2                  | Deputy    |
|   | Processing the firearm  | 20                 | Deputy    |
|   | Document inquiry on report  | 45                 | Deputy    |
|   | Report approved by Supervisor                                     | 10                 | SGT       |
|   | Enter firearm info into DOJ/AFS                                   | 5                  | Records   |
|   | Verify firearm Info/Temporary storage of firearm                  | 5                  | Records   |
|   | Court or Release update records                                   | 10                 | Records   |
|   | Prepare paperwork and firearm for transfer to P&E                 | 15                 | Deputy    |
|   | Verify info upon receipt of firearm at P&E                        | 10                 | Evidence  |
|   | Storing of firearms at P&E  | 10                 | Evidence  |
|   | Enter info to database/file docs at P&E                           | 10                 | Evidence  |
|   | Create disposal authorization                                     | 30                 | Detective |
|   | Mail disposal authorization                                       | 5                  | Records   |
|   | Make determination if firearm is ready to dispose                 | 5                  | Evidence  |
|   | Retrieve the property paperwork and attach disposal authorization | 5                  | Evidence  |
|   | Destroy/crush firearm   | 240                | Evidence  |
|   | Update computer re destruction and file property paperwork        | 10                 | Evidence  |
|   | Sub-total   | 447                |           |

## SCENARIO 4

## Attachment 4

| 3 | Action  | Colusa County |          |
|---|---|---------------|----------|
|   |   | Minutes       | Position |
|   | Inquire if firearms are at scene                                  | 2             | Deputy   |
|   | Retrives firearm  | 5             | Deputy   |
|   | Renders firearm safe  | 5             | Deputy   |
|   | Processing the firearm  | 5             | Deputy   |
|   | Document inquiry on report  | 5             | Deputy   |
|   | Report approved by Supervisor                                     | 10            | SGT      |
|   | Enter firearm info into DOJ/AFS                                   | 5             | Dispatch |
|   | Verify firearm Info/Temporary storage of firearm                  | 15            | Deputy   |
|   | Court or Release update records                                   | 2             | Tech     |
|   | Prepare paperwork and firearm for transfer to P&E                 | 5             | Tech     |
|   | Verify info upon receipt of firearm at P&E                        |               |          |
|   | Storing of firearms at P&E  | 2             | Tech     |
|   | Enter info to database/file docs at P&E                           | 5             | Tech     |
|   | Create disposal authorization                                     | 5             | Tech     |
|   | Mail disposal authorization                                       | 1             | Tech     |
|   | Make determination if firearm is ready to dispose                 | 10            | Tech     |
|   | Retrieve the property paperwork and attach disposal authorization | 5             | Tech     |
|   | Destroy/crush firearm   |               |          |
|   | Update computer re destruction and file property paperwork        | 3             | Tech     |
|   | Sub-total   | 90            |          |
| 4 |   | Fresno County |          |
|   |   | Minutes       | Position |
|   | Inquire if firearms are at scene                                  | 1             | Deputy   |
|   | Retrives firearm  | 2             | Deputy   |
|   | Renders firearm safe  | 3             | Deputy   |
|   | Processing the firearm  | 180           |          |
|   | Document inquiry on report  | 1             | Deputy   |
|   | Report approved by Supervisor                                     | 5             | SGT      |
|   | Enter firearm info into DOJ/AFS                                   | 3             | Records  |
|   | Verify firearm Info/Temporary storage of firearm                  | 5             | Deputy   |
|   | Court or Release update records                                   |               |          |
|   | Prepare paperwork and firearm for transfer to P&E                 | 10            | Deputy   |
|   | Verify info upon receipt of firearm at P&E                        | 5             | Property |
|   | Storing of firearms at P&E  | 5             | Property |
|   | Enter info to database/file docs at P&E                           | 5             | Property |
|   | Create disposal authorization                                     | 10            | Property |
|   | Mail disposal authorization                                       | 15            | Property |
|   | Make determination if firearm is ready to dispose                 | 2             | Property |
|   | Retrieve the property paperwork and attach disposal authorization | 1             | Property |
|   | Destroy/crush firearm   | 10            | EOD      |
|   | Update computer re destruction and file property paperwork        | 2             | Property |
|   | Sub-total   | 265           |          |



## SCENARIO 4

## Attachment 4

| 5 | Action  | Inyo County        |                |
|---|---|--------------------|----------------|
|   |   | Minutes            | Position       |
|   | Inquire if firearms are at scene                                  | 5                  | Patrol Officer |
|   | Retrives firearm  | 5                  | Patrol Officer |
|   | Renders firearm safe  | 5                  | Patrol Officer |
|   | Processing the firearm  | 10                 | Patrol Officer |
|   | Document inquiry on report  | 10                 | Patrol Officer |
|   | Report approved by Supervisor                                     | 10                 | SGT            |
|   | Enter firearm info into DOJ/AFS                                   | 10                 | Dispatcher     |
|   | Verify firearm Info/Temporary storage of firearm                  | 20                 | Evid Tech      |
|   | Court or Release update records                                   | 10                 | Investigator   |
|   | Prepare paperwork and firearm for transfer to P&E                 | 10                 | Patrol/Inv     |
|   | Verify info upon receipt of firearm at P&E                        | 20                 | Evid Tech      |
|   | Storing of firearms at P&E  | 20                 | Evid Tech      |
|   | Enter info to database/file docs at P&E                           | 20                 | Evid Tech      |
|   | Create disposal authorization                                     | 45                 | Inv/Evid Tech  |
|   | Mail disposal authorization                                       | 10                 | Evid Tech      |
|   | Make determination if firearm is ready to dispose                 | 30                 | Investigator   |
|   | Retrieve the property paperwork and attach disposal authorization | 30                 | Investigator   |
|   | Destroy/crush firearm   | 60                 | Inv/Evid Tech  |
|   | Update computer re destruction and file property paperwork        | 20                 | Dispatcher     |
|   | Sub-total   | 350                |                |
| 6 | Action  | Santa Clara County |                |
|   |   | Minutes            | Position       |
|   | Inquire if firearms are at scene                                  | 2                  | Deputy         |
|   | Retrives firearm  | 1                  | Deputy         |
|   | Renders firearm safe  | 3                  | Deputy         |
|   | Processing the firearm  | 5                  | Deputy         |
|   | Document inquiry on report  | 1                  | Deputy         |
|   | Report approved by Supervisor                                     | 2                  | SGT            |
|   | Enter firearm info into DOJ/AFS                                   | 2                  | Law Enf Clerk  |
|   | Verify firearm Info/Temporary storage of firearm                  | 5                  | Evid Tech      |
|   | Court or Release update records                                   | 5                  | Detective      |
|   | Prepare paperwork and firearm for transfer to P&E                 | 5                  | Evid Tech      |
|   | Verify info upon receipt of firearm at P&E                        | 2                  | Evid Tech      |
|   | Storing of firearms at P&E  | 5                  | Evid Tech      |
|   | Enter info to database/file docs at P&E                           | 2                  | Evid Tech      |
|   | Create disposal authorization                                     | 5                  | Detective      |
|   | Mail disposal authorization                                       | 2                  | Evid Tech      |
|   | Make determination if firearm is ready to dispose                 | 15                 | Evid Tech      |
|   | Retrieve the property paperwork and attach disposal authorization | 2                  | Evid Tech      |
|   | Destroy/crush firearm   | 5                  | Evid Tech      |
|   | Update computer re destruction and file property paperwork        | 5                  | Evid Tech      |
|   | Sub-total   | 74                 |                |

## SCENARIO 4

## Attachment 4

| 7 | Action  | San Francisco County |                |
|---|---|----------------------|----------------|
|   |   | Minutes              | Position       |
|   | Inquire if firearms are at scene                                  | 5                    | Patrol Officer |
|   | Retrives firearm  | 5                    | Patrol Officer |
|   | Renders firearm safe  | 2                    | Patrol Officer |
|   | Processing the firearm  | 5                    | Patrol Officer |
|   | Document inquiry on report  | 5                    | Patrol Officer |
|   | Report approved by Supervisor                                     | 5                    | SGT/Lt         |
|   | Enter firearm info into DOJ/AFS                                   | 10                   | Patrol Officer |
|   | Verify firearm Info/Temporary storage of firearm                  | 2                    | Inspector      |
|   | Court or Release update records                                   |                      |                |
|   | Prepare paperwork and firearm for transfer to P&E                 | 5                    | Patrol Officer |
|   | Verify info upon receipt of firearm at P&E                        | 1                    | Inspector      |
|   | Storing of firearms at P&E  | 10                   | Civilian       |
|   | Enter info to database/file docs at P&E                           | 10                   | Patrol Officer |
|   | Create disposal authorization                                     | 5                    | Civilian       |
|   | Mail disposal authorization                                       |                      |                |
|   | Make determination if firearm is ready to dispose                 |                      |                |
|   | Retrieve the property paperwork and attach disposal authorization | 8                    | Civilian       |
|   | Destroy/crush firearm   | 8                    | Civilian       |
|   | Update computer re destruction and file property paperwork        | 15                   | Civilian       |
|   | Sub-total   | 101                  |                |
| 8 |   | Plumas County        |                |
|   |   | Minutes              | Position       |
|   | Inquire if firearms are at scene                                  | 5                    | Deputy         |
|   | Retrives firearm  | 5                    | Deputy         |
|   | Renders firearm safe  | 2                    | Deputy         |
|   | Processing the firearm  | 15                   | Deputy         |
|   | Document Inquiry on report  | 5                    | Deputy         |
|   | Report approved by Supervisor                                     | 10                   | SGT            |
|   | Enter firearm info into DOJ/AFS                                   | 5                    | Dispatch       |
|   | Verify firearm Info/Temporary storage of firearm                  | 10                   | Evid Clerk     |
|   | Court or Release update records                                   | 5                    | Court Clerk    |
|   | Prepare paperwork and firearm for transfer to P&E                 | 5                    | Deputy         |
|   | Verify info upon receipt of firearm at P&E                        | 5                    | Evid Clerk     |
|   | Storing of firearms at P&E  | 5                    | Evid Clerk     |
|   | Enter info to database/file docs at P&E                           | 2                    | Evid Clerk     |
|   | Create disposal authorization                                     | 10                   | Evid Clerk     |
|   | Mail disposal authorization                                       | 2                    | Evid Clerk     |
|   | Make determination if firearm is ready to dispose                 | 10                   | Evid Clerk     |
|   | Retrieve the property paperwork and attach disposal authorization | 10                   | Evid Clerk     |
|   | Destroy/crush firearm   | 10                   | Gunsmith       |
|   | Update computer re destruction and file property paperwork        | 10                   | Evid Clerk     |
|   | Sub-total   | 131                  |                |

## SCENARIO 4

## Attachment 4

| 9  | Action  | San Mateo County |               |
|----|---|------------------|---------------|
|    |   | Minutes          | Position      |
|    | Inquire if firearms are at scene                                  | 2                | Patrol Deputy |
|    | Retrives firearm  | 5                | Patrol Deputy |
|    | Renders firearm safe  | 2                | Patrol Deputy |
|    | Processing the firearm  | 15               | Patrol Deputy |
|    | Document inquiry on report  | 10               | Patrol Deputy |
|    | Report approved by Supervisor                                     | 10               | Patrol SGT    |
|    | Enter firearm info into DOJ/AFS                                   | 10               | Property OFCR |
|    | Verify firearm Info/Temporary storage of firearm                  | 5                | Property OFCR |
|    | Court or Release update records                                   | 5                | Property OFCR |
|    | Prepare paperwork and firearm for transfer to P&E                 | 5                | Property OFCR |
|    | Verify info upon receipt of firearm at P&E                        | 5                | Property OFCR |
|    | Storing of firearms at P&E  | 10               | Property OFCR |
|    | Enter info to database/file docs at P&E                           | 5                | Property OFCR |
|    | Create disposal authorization                                     | 10               | Property OFCR |
|    | Mail disposal authorization                                       | 5                | Property OFCR |
|    | Make determination if firearm is ready to dispose                 | 10               | Detective SGT |
|    | Retrieve the property paperwork and attach disposal authorization | 10               | Property OFCR |
|    | Destroy/crush firearm   | 60               | Property OFCR |
|    | Update computer re destruction and file property paperwork        | 10               | Property OFCR |
|    | Sub-total   | 194              |               |
| 10 |   | Orange County    |               |
|    |   | Minutes          | Position      |
|    | Inquire if firearms are at scene                                  | 5                | Patrol Deputy |
|    | Retrives firearm  | 10               | Patrol Deputy |
|    | Renders firearm safe  | 5                | Patrol Deputy |
|    | Processing the firearm  | 5                | Patrol Deputy |
|    | Document inquiry on report  | 20               | Patrol Deputy |
|    | Report approved by Supervisor                                     | 5                | Patrol SGT    |
|    | Enter firearm info into DOJ/AFS                                   | 10               | Patrol Deputy |
|    | Verify firearm Info/Temporary storage of firearm                  | 10               | Patrol Deputy |
|    | Court or Release update records                                   | 10               | LPT           |
|    | Prepare paperwork and firearm for transfer to P&E                 | 10               | LPT           |
|    | Verify info upon receipt of firearm at P&E                        | 5                | LPT           |
|    | Storing of firearms at P&E  | 10               | LPT           |
|    | Enter info to database/file docs at P&E                           | 10               | LPT           |
|    | Create disposal authorization                                     | 5                | LPT           |
|    | Mail disposal authorization                                       | 10               | LPT           |
|    | Make determination if firearm is ready to dispose                 | 10               | LPT           |
|    | Retrieve the property paperwork and attach disposal authorization | 5                | LPT           |
|    | Destroy/crush firearm   | 30               | LPT           |
|    | Update computer re destruction and file property paperwork        | 10               | LPT           |
|    | Sub-total   | 185              |               |

## SCENARIO 4

## Attachment 4

| 11 | Action   | LA City            |                  |
|----|--|--------------------|------------------|
|    |  | Minutes            | Position         |
|    | Inquire if firearms are at scene                                 | 2                  | Police Officer   |
|    | Retrives firearm   | 10                 | Police Officer   |
|    | Renders firearm safe   | 10                 | Police Officer   |
|    | Processing the firearm   | 60                 | Police Officer   |
|    | Document inquiry on report                                       | 2                  | Police Officer   |
|    | Report approved by Supervisor                                    | 15                 | Watch Commander  |
|    | Enter firearm Info into DOJ/AFS                                  | 5                  | Police Officer   |
|    | Verify firearm Info/Temporary storage of firearm                 | 10                 | Police Officer   |
|    | Court or Release update records                                  |                    |                  |
|    | Prepare paperwork and firearm for transfer to P&E                | 5                  | Property Officer |
|    | Verify info upon receipt of firearm at P&E                       | 2                  | Property Officer |
|    | Storing of firearms at P&E                                       | 2                  | Property Officer |
|    | Enter info to database/file docs at P&E                          | 5                  | Property Officer |
|    | Create disposal authorization                                    |                    |                  |
|    | Mail disposal authorization                                      |                    |                  |
|    | Make determination if firearm is ready to dispose                | 5                  | Detective        |
|    | Retrive the property paperwork and attach disposal authorization | 5                  | Property Officer |
|    | Destroy/crush firearm  | 480                | Property Officer |
|    | Update computer re desturction and file property paperwork       | 5                  | Property Officer |
|    | Sub-total  | 623                |                  |
| 12 |  | City of Long Beach |                  |
|    |  | Minutes            | Position         |
|    | Inquire if firearms are at scene                                 | 1                  | Patrol Officer   |
|    | Retrives firearm   | 5                  | Patrol Officer   |
|    | Renders firearm safe   | 2                  | Patrol Officer   |
|    | Processing the firearm   | 5                  | Patrol Officer   |
|    | Document inquiry on report                                       | 2                  | Patrol Officer   |
|    | Report approved by Supervisor                                    | 5                  | SGT              |
|    | Enter firearm Info into DOJ/AFS                                  | 3                  | Records Clerk    |
|    | Verify firearm Info/Temporary storage of firearm                 | 3                  | Patrol Officer   |
|    | Court or Release update records                                  | 3                  | Detective        |
|    | Prepare paperwork and firearm for transfer to P&E                | 5                  | Patrol Officer   |
|    | Verify info upon receipt of firearm at P&E                       | 3                  | Property Clerk   |
|    | Storing of firearms at P&E                                       | 3                  | Property Clerk   |
|    | Enter info to database/file docs at P&E                          | 4                  | Property Clerk   |
|    | Create disposal authorization                                    | 3                  | Property Clerk   |
|    | Mail disposal authorization                                      | 3                  | Property Clerk   |
|    | Make determination if firearm is ready to dispose                | 5                  | Detective        |
|    | Retrive the property paperwork and attach disposal authorization | 3                  | Property Clerk   |
|    | Destroy/crush firearm  | 3                  | Property Clerk   |
|    | Update computer re desturction and file property paperwork       | 4                  | Property Clerk   |
|    | Sub-total  | 65                 |                  |
|    |  |                    |                  |
|    | Total  | 2,636              |                  |
|    | Average  | 220                |                  |

## SCENARIO 5

## Attachment 5

| 1 | Action                           | Los Angeles County |                |
|---|----------------------------------|--------------------|----------------|
|   |                                  | Minutes            | Position       |
|   | Inquire if firearms are at scene | 2                  | Deputy         |
|   | Document inquiry on report       | 5                  | Deputy         |
|   | Report approved by Supervisor    | 2                  | SGT            |
|   | Sub-total                        | 9                  |                |
| 2 |                                  | Napa County        |                |
|   |                                  | Minutes            | Position       |
|   | Inquire if firearms are at scene | 5                  | Deputy         |
|   | Document inquiry on report       | 45                 | Deputy         |
|   | Report approved by Supervisor    | 10                 | SGT            |
|   | Sub-total                        | 60                 |                |
| 3 |                                  | Colusa County      |                |
|   |                                  | Minutes            | Position       |
|   | Inquire if firearms are at scene | 2                  | Deputy         |
|   | Document inquiry on report       | 5                  | Deputy         |
|   | Report approved by Supervisor    | 10                 | SGT            |
|   | Sub-total                        | 17                 |                |
| 4 |                                  | Fresno County      |                |
|   |                                  | Minutes            | Position       |
|   | Inquire if firearms are at scene | 1                  | Deputy         |
|   | Document inquiry on report       | 1                  | Deputy         |
|   | Report approved by Supervisor    | 5                  | SGT            |
|   | Sub-total                        | 7                  |                |
| 5 |                                  | Inyo County        |                |
|   |                                  | Minutes            | Position       |
|   | Inquire if firearms are at scene | 30                 | Patrol Officer |
|   | Document inquiry on report       | 10                 | Patrol Officer |
|   | Report approved by Supervisor    | 10                 | SGT            |
|   | Sub-total                        | 50                 |                |
| 6 |                                  | Santa Clara County |                |
|   |                                  | Minutes            | Position       |
|   | Inquire if firearms are at scene | 2                  | Deputy         |
|   | Document inquiry on report       | 2                  | Deputy         |
|   | Report approved by Supervisor    | 5                  | Deputy         |
|   | Sub-total                        | 9                  |                |

## SCENARIO 5

## Attachment 5

| 7  | Action                           | San Francisco County |                |
|----|----------------------------------|----------------------|----------------|
|    |                                  | Minutes              | Position       |
|    | Inquire if firearms are at scene | 5                    | Patrol Officer |
|    | Document inquiry on report       | 5                    | Patrol Officer |
|    | Report approved by Supervisor    | 5                    | SGT/Lt         |
|    | Sub-total                        | 15                   |                |
| 8  |                                  | Plumas County        |                |
|    |                                  | Minutes              | Position       |
|    | Inquire if firearms are at scene | 120                  | Deputy         |
|    | Document inquiry on report       | 10                   | Deputy         |
|    | Report approved by Supervisor    | 10                   | SGT            |
|    | Sub-total                        | 140                  |                |
| 9  |                                  | San Mateo County     |                |
|    |                                  | Minutes              | Position       |
|    | Inquire if firearms are at scene | 2                    | Patrol Deputy  |
|    | Document inquiry on report       | 10                   | Patrol Deputy  |
|    | Report approved by Supervisor    | 10                   | Patrol SGT     |
|    | Sub-total                        | 22                   |                |
| 10 |                                  | Orange County        |                |
|    |                                  | Minutes              | Position       |
|    | Inquire if firearms are at scene | 5                    | Patrol Deputy  |
|    | Document inquiry on report       | 20                   | Patrol Deputy  |
|    | Report approved by Supervisor    | 5                    | Patrol SGT     |
|    | Sub-total                        | 30                   |                |
| 11 |                                  | LA City              |                |
|    |                                  | Minutes              | Position       |
|    | Inquire if firearms are at scene | 2                    | Police Officer |
|    | Document inquiry on report       | 2                    | Police Officer |
|    | Report approved by Supervisor    | 15                   | SGT            |
|    | Sub-total                        | 19                   |                |
| 12 |                                  | City of Long Beach   |                |
|    |                                  | Minutes              | Position       |
|    | Inquire if firearms are at scene | 1                    | Patrol Officer |
|    | Document inquiry on report       | 2                    | Patrol Officer |
|    | Report approved by Supervisor    | 5                    | SGT            |
|    | Sub-total                        | 8                    |                |
|    |                                  |                      |                |
|    | Total                            | 386                  |                |
|    | Average                          | 32                   |                |

**ONE TIME ACTIVITY FEE**
**Attachment 6**

| 1 | Action                           | Los Angeles County |           |
|---|----------------------------------|--------------------|-----------|
|   |                                  | Minutes            | Position  |
|   | Amend receipt                    | 240                | Deputy    |
|   | Supervisor's approval of receipt | 30                 | SGT       |
|   | Agency's Approval of receipt     | 30                 | Lt        |
|   | Print/download receipt           | 120                | SIT       |
|   | Sub-total                        | 420                |           |
| 2 |                                  | Napa County        |           |
|   |                                  | Minutes            | Position  |
|   | Amend receipt                    | 5                  | Evidence  |
|   | Supervisor's approval of receipt | 5                  | SGT       |
|   | Agency's Approval of receipt     | 5                  | SGT       |
|   | Print/download receipt           | 5                  | Records   |
|   | Sub-total                        | 20                 |           |
| 3 |                                  | Colusa County      |           |
|   |                                  | Minutes            | Position  |
|   | Amend receipt                    |                    |           |
|   | Supervisor's approval of receipt |                    |           |
|   | Agency's Approval of receipt     |                    |           |
|   | Print/download receipt           |                    |           |
|   | Sub-total                        | -                  |           |
| 4 |                                  | Fresno County      |           |
|   |                                  | Minutes            | Position  |
|   | Amend receipt                    |                    |           |
|   | Supervisor's approval of receipt |                    |           |
|   | Agency's Approval of receipt     |                    |           |
|   | Print/download receipt           |                    |           |
|   | Sub-total                        | -                  |           |
| 5 |                                  | Inyo County        |           |
|   |                                  | Minutes            | Position  |
|   | Amend receipt                    | 60                 | Inv/Admin |
|   | Supervisor's approval of receipt | 15                 | Admin     |
|   | Agency's Approval of receipt     | 60                 | Admin     |
|   | Print/download receipt           | 15                 | Inv/Admin |
|   | Sub-total                        | 150                |           |

## ONE TIME ACTIVITY FEE

## Attachment 6

| 6  | Action                           | Santa Clara County   |                  |
|----|----------------------------------|----------------------|------------------|
|    |                                  | Minutes              | Position         |
|    | Amend receipt                    | 2                    | Evid Tech        |
|    | Supervisor's approval of receipt | 2                    | Det Lt.          |
|    | Agency's Approval of receipt     | 2                    | Det Lt.          |
|    | Print/download receipt           | 2                    | Evid Tech        |
|    | Sub-total                        | 8                    |                  |
| 7  |                                  | San Francisco County |                  |
|    |                                  | Minutes              | Position         |
|    | Amend receipt                    | 10                   | Civilian         |
|    | Supervisor's approval of receipt | 5                    | Inspector/Lt     |
|    | Agency's Approval of receipt     | 2                    | Inspector/Lt     |
|    | Print/download receipt           | 2                    | Inspector/Lt     |
|    | Sub-total                        | 19                   |                  |
| 8  |                                  | Plumas County        |                  |
|    |                                  | Minutes              | Position         |
|    | Amend receipt                    | 5                    | Deputy           |
|    | Supervisor's approval of receipt | 5                    | SGT              |
|    | Agency's Approval of receipt     | 5                    | Patrol Commander |
|    | Print/download receipt           | 2                    | Deputy           |
|    | Sub-total                        | 17                   |                  |
| 9  |                                  | San Mateo County     |                  |
|    |                                  | Minutes              | Position         |
|    | Amend receipt                    |                      |                  |
|    | Supervisor's approval of receipt |                      |                  |
|    | Agency's Approval of receipt     |                      |                  |
|    | Print/download receipt           |                      |                  |
|    | Sub-total                        | -                    |                  |
| 10 |                                  | Orange County        |                  |
|    |                                  | Minutes              | Position         |
|    | Amend receipt                    | 10                   | LPT              |
|    | Supervisor's approval of receipt | 5                    | SGT              |
|    | Agency's Approval of receipt     | 5                    | LPT              |
|    | Print/download receipt           | 5                    | LPT              |
|    | Sub-total                        | 25                   |                  |
| 11 |                                  | LA City              |                  |
|    |                                  | Minutes              | Position         |
|    | Amend receipt                    |                      |                  |
|    | Supervisor's approval of receipt |                      |                  |
|    | Agency's Approval of receipt     |                      |                  |
|    | Print/download receipt           |                      |                  |
|    | Sub-total                        | -                    |                  |
|    |                                  | City of Long Beach   |                  |



**ONE TIME ACTIVITY FEE****Attachment 6**

| 12 |                                  | Minutes    | Position      |
|----|----------------------------------|------------|---------------|
|    | Amend receipt                    | 3          | Detective     |
|    | Supervisor's approval of receipt | 2          | SGT           |
|    | Agency's Approval of receipt     | 3          | Records Clerk |
|    | Print/download receipt           | 2          | Records Clerk |
|    | Sub-total                        | 10         |               |
|    |                                  |            |               |
|    | <b>Total</b>                     | <b>669</b> |               |
|    | <b>Average</b>                   | <b>56</b>  |               |

**DOMESTIC VIOLENCE - CUSTODY OF FIREARM**  
**SB 90 Reimbursement**  
**Survey**

**County of Los Angeles**

**Example:**

| Action                           | Minutes | Position       | Cost |
|----------------------------------|---------|----------------|------|
| Inquire if firearms are at scene | 2       | Patrol Officer | \$   |

**Scenario #1:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. There are no firearms at scene.

| Action                                     | Minutes | Position | Cost |
|--|---------|----------|------|
| Inquire if firearms are at scene           | 2       | Deputy   |      |
| Document inquiry on report                 | 5       | Deputy   |      |
| Report reviewed and approved by Supervisor | 2       | Sergeant |      |

**Scenario #2:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The firearm is later released to the suspect.

| Action  | Minutes | Position | Cost |
|---|---------|----------|------|
| Inquire if firearms are at scene                  | 2       | Deputy   |      |
| Retrieves firearm                                 | 5       | Deputy   |      |
| Renders firearm safe                              | 2       | Deputy   |      |
| Processing the firearm                            | 20      | Deputy   |      |
| Document inquiry on report                        | 5       | Deputy   |      |
| Report reviewed and approved by Supervisor        | 2       | Sergeant |      |
| Enter firearm info into DOJ/AFS                   | 5       | SSCII    |      |
| Verify firearm Info/ temporary storage of firearm | 5       | LET      |      |

| Action  | Minutes | Position   | Cost |
|---|---------|------------|------|
| Court or Release update records   | 20      | LET        |      |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | LET        |      |
| Verify info upon receipt of firearm at P&E                              | 5       | EPCIII     |      |
| Storing of firearms at P & E  | 5       | EPCIII     |      |
| Enter info to data base/file docs at P & E                              | 5       | ITC        |      |
| Verify Court/release to owner update records                            | 10      | EPCIII     |      |
| Update evidence data base and DOJ/AFS                                   | 10      | EPCIII     |      |
| Release of firearm  | 15      | Deputy B1  |      |
| Supervisors review and signature for release of firearm                 | 5       | Lieutenant |      |

### **Scenario #3:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally and the detective petitions the court to retain the firearm.

| Action  | Minutes | Position | Cost |
|---|---------|----------|------|
| Inquire if firearms are at scene  | 2       | Deputy   |      |
| Retrieves firearm   | 5       | Deputy   |      |
| Renders firearm safe  | 2       | Deputy   |      |
| Processing the firearm  | 20      | Deputy   |      |
| Document inquiry on report  | 5       | Deputy   |      |
| Report reviewed and approved by Supervisor                              | 2       | Sergeant |      |
| Enter firearm info into DOJ/AFS   | 5       | SSCII    |      |
| Verify firearm Info/ temporary storage of firearm                       | 5       | LET      |      |
| Court or Release update records   | 20      | LET      |      |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | LET      |      |
| Verify info upon receipt of firearm at P&E                              | 5       | EPCIII   |      |

| Action  | Minutes | Position   | Cost |
|---|---------|------------|------|
| Storing of firearms at P & E                                      | 5       | EPCIII     |      |
| Enter info to data base/file docs at P & E                        | 5       | ITC        |      |
| Prepare petition for retention of firearm                         | 15      | Deputy B1  |      |
| Notification to suspect of petition for retention of firearm      | 10      | SSCII      |      |
| <b>Add for Release of firearm:</b>                                |         |            |      |
| Verify Court/release to owner update records                      | 10      | EPCIII     |      |
| Update evidence data base and DOJ/AFS                             | 10      | EPCIII     |      |
| Release of firearm  | 15      | Deputy B1  |      |
| Supervisors review and signature for release of firearm           | 5       | Lieutenant |      |
| <b>Add for destruction of firearm:</b>                            |         |            |      |
| Input & file the property paperwork                               | 5       | ITC        |      |
| Create disposal authorization                                     | 5       | SEPC       |      |
| Mail disposal authorization                                       | 5       | ITC        |      |
| Make determination if firearm is ready to dispose                 | 2       | SEPC       |      |
| Retrieve the property paperwork and attach disposal authorization | 5       | ITC        |      |
| Destroy/crush firearm   | 3       | EPCIII     |      |
| Update computer regarding destruction and file property paperwork | 5       | ITC        |      |

#### **Scenario #4:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally but does not request the return of the firearm and the firearm is destroyed.

| Action                           | Minutes | Position | Cost |
|----------------------------------|---------|----------|------|
| Inquire if firearms are at scene | 2       | Deputy   |      |
| Retrieves firearm                | 5       | Deputy   |      |
| Renders firearm safe             | 2       | Deputy   |      |

| Action  | Minutes | Position | Cost |
|---|---------|----------|------|
| Processing the firearm  | 20      | Deputy   |      |
| Document inquiry on report  | 5       | Deputy   |      |
| Report approved by Supervisor   | 2       | Sergeant |      |
| Enter firearm info into DOJ/AFS   | 5       | SSCII    |      |
| Verify firearm Info/ temporary storage of firearm                       | 5       | LET      |      |
| Court or Release update records   | 20      | LET      |      |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | LET      |      |
| Verify info upon receipt of firearm at P&E                              | 5       | EPCIII   |      |
| Storing of firearms at P & E  | 5       | EPCIII   |      |
| Enter info to data base/file docs at P & E                              | 5       | ITC      |      |
| Create disposal authorization   | 5       | SEPC     |      |
| Mail disposal authorization   | 5       | ITC      |      |
| Make determination if firearm is ready to dispose                       | 2       | SEPC     |      |
| Retrieve the property paperwork and attach disposal authorization       | 5       | ITC      |      |
| Destroy/crush firearm   | 3       | EPCIII   |      |
| Update computer re destruction and file property paperwork              | 5       | ITC      |      |

**Scenario #5:**

Patrol officer asks suspect if firearms are present and suspect refuses to relinquish firearms

| Action                           | Minutes | Position | Cost |
|----------------------------------|---------|----------|------|
| Inquire if firearms are at scene | 2       | Deputy   |      |
| Document inquiry on report       | 5       | Deputy   |      |
| Report approved by Supervisor    | 2       | Sergeant |      |

### One-Time Activity Fee

The one-time activity fee for amending the Receipt for Property - Firearm

| Action                           | Minutes | Position   | Cost |
|----------------------------------|---------|------------|------|
| Amend receipt                    | 240     | Deputy     |      |
| Supervisor's approval of receipt | 30      | Sergeant   |      |
| Agency's Approval of receipt     | 30      | Lieutenant |      |
| Print/download receipt           | 120     | SIT        |      |

**Napa County Sheriff's Department**

Douglas E. Koford, Sheriff-Coroner  
1535 Airport Blvd., Napa, CA 94558

**FACSIMILE COVER SHEET**

Please deliver the following documents immediately

**TO: Ms. Susie Demirchian**

**Company: LA County**

**Fax: 213.617.8106**

**FROM: Lieutenant Douglas Pike**

**NAPA COUNTY SHERIFF'S DEPARTMENT  
707.299.1529**

**Fax: 707.253.4233**

**Date: November 17, 2009**

**Pages (Including Cover page) (6)**

**COMMENTS****NOTICE**

The document being faxed is intended only for the use of the person or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you received this document in error, please notify us immediately by phone and return the document via the U.S. Postal Service.

11-16-09;02:43PM:Auditor-Controller

17072534233-211200;2136178106

# 1/ 5

|                      |                       |                |               |
|----------------------|-----------------------|----------------|---------------|
| Post-it* Fax Note    | 7671                  | Date: 11/16/09 | # of pages: 5 |
| To: Doug Pike        | From: Susie Demichian |                |               |
| Co./Dept. 9          | Co. LA County         |                |               |
| Phone # 707-299-1529 | Phone # 213-974-4671  |                |               |
| Fax # 707-253-4233   | Fax # 213-617-8106    |                |               |

**DOMESTIC VIOLENCE - CUSTODY OF FIREARM**  
**SB 90 Reimbursement**  
**Survey**

**Example:**

| Action                           | Minutes | Position       | Cost |
|----------------------------------|---------|----------------|------|
| Inquire if firearms are at scene | 2       | Patrol Officer | \$   |

**Scenario #1:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. There are no firearms at scene.

| Action                                     | Minutes | Position | Cost |
|--|---------|----------|------|
| Inquire if firearms are at scene           | 5       | DEPUTY   | 3.37 |
| Document inquiry on report                 | 5       | DEPUTY   | 3.37 |
| Report reviewed and approved by Supervisor | 10      | SGT.     | 7.52 |

**Scenario #2:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The firearm is later released to the suspect.

| Action                                     | Minutes | Position | Cost  |
|--|---------|----------|-------|
| Inquire if firearms are at scene           | 5       | DEPUTY   | 3.37  |
| Retrieves firearm                          | 5       | DEPUTY   | 3.37  |
| Renders firearm safe                       | 2       | DEPUTY   | 1.34  |
| Processing the firearm                     | 20      | DEPUTY   | 13.50 |
| Document inquiry on report                 | 45      | DEPUTY   | 50.57 |
| Report reviewed and approved by Supervisor | 10      | SGT      | 7.52  |
| Enter firearm info into DOJ/AFS            | 5       | RECORDS  | 1.60  |



| Action  | Minutes | Position | Cost             |
|---|---------|----------|------------------|
| Verify firearm Info/ temporary storage of firearm                       | 5       | RECORDS  | 1 <sup>60</sup>  |
| Court or Release update records   | 10      | RECORDS  | 3 <sup>12</sup>  |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 15      | DEPUTY   | 10 <sup>12</sup> |
| Verify Info upon receipt of firearm at P&E                              | 10      | EVIDENCE | 4 <sup>10</sup>  |
| Storing of firearms at P & E  | 10      | EVIDENCE | 4 <sup>10</sup>  |
| Enter info to data base/file docs at P & E                              | 10      | EVIDENCE | 4 <sup>10</sup>  |
| Verify Court/release to owner update records                            | 10      | RECORDS  | 3 <sup>12</sup>  |
| Update evidence data base and DOJ/AFS                                   | 5       | EVIDENCE | 2 <sup>05</sup>  |
| Release of firearm  | 10      | EVIDENCE | 4 <sup>10</sup>  |
| Supervisors review and signature for release of firearm                 | 5       | SGT      | 3 <sup>76</sup>  |

### Scenario #3:

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally and the detective petitions the court to retain the firearm.

| Action  | Minutes | Position | Cost             |
|---|---------|----------|------------------|
| Inquire if firearms are at scene  | 5       | DEPUTY   | 3 <sup>37</sup>  |
| Retrieves firearm   | 5       | DEPUTY   | 3 <sup>37</sup>  |
| Renders firearm safe  | 2       | DEPUTY   | 1 <sup>34</sup>  |
| Processing the firearm  | 20      | DEPUTY   | 13 <sup>50</sup> |
| Document Inquiry on report  | 45      | DEPUTY   | 50 <sup>37</sup> |
| Report reviewed and approved by Supervisor                              | 10      | SGT      | 7 <sup>52</sup>  |
| Enter firearm info into DOJ/AFS   | 5       | RECORDS  | 1 <sup>60</sup>  |
| Verify firearm Info/ temporary storage of firearm                       | 5       | RECORDS  | 1 <sup>60</sup>  |
| Court or Release update records   | 10      | RECORDS  | 3 <sup>12</sup>  |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 15      | DEPUTY   | 10 <sup>12</sup> |

| Action  | Minutes | Position  | Cost              |
|---|---------|-----------|-------------------|
| Verify info upon receipt of firearm at P&E                        | 10      | EVIDENCE  | 4 <sup>10</sup>   |
| Storing of firearms at P & E                                      | 10      | EVIDENCE  | 4 <sup>10</sup>   |
| Enter info to data base/file docs at P & E                        | 10      | EVIDENCE  | 4 <sup>10</sup>   |
| Prepare petition for retention of firearm                         | 45      | DETECTIVE | 50 <sup>57</sup>  |
| Notification to suspect of petition for retention of firearm      | 20      | DETECTIVE | 13 <sup>50</sup>  |
| Add for Release of firearm:                                       |         |           |                   |
| Verify Court/release to owner update records                      | 10      | RECORDS   | 3 <sup>19</sup>   |
| Update evidence data base and DOJ/AFS                             | 10      | RECORDS   | 3 <sup>19</sup>   |
| Release of firearm  | 10      | EVIDENCE  | 4 <sup>10</sup>   |
| Supervisors review and signature for release of firearm           | 5       | SGT       | 37 <sup>6</sup>   |
| Add for destruction of firearm:                                   |         |           |                   |
| Input & file the property paperwork                               | 10      | EVIDENCE  | 4 <sup>10</sup>   |
| Create disposal authorization                                     | 30      | DETECTIVE | 33 <sup>74</sup>  |
| Mail disposal authorization                                       | 5       | RECORDS   | 1 <sup>00</sup>   |
| Make determination if firearm is ready to dispose                 | 5       | EVIDENCE  | 2 <sup>05</sup>   |
| Retrieve the property paperwork and attach disposal authorization | 5       | EVIDENCE  | 2 <sup>05</sup>   |
| Destroy/crush firearm   | 240     | EVIDENCE  | 163 <sup>04</sup> |
| Update computer regarding destruction and file property paperwork | 10      | EVIDENCE  | 4 <sup>10</sup>   |

**Scenario #4:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally but does not request the return of the firearm and the firearm is destroyed.

| Action                           | Minutes | Position | Cost            |
|----------------------------------|---------|----------|-----------------|
| Inquire if firearms are at scene | 5       | DEPUTY   | 33 <sup>7</sup> |
| Retrieves firearm                | 5       | DEPUTY   | 33 <sup>7</sup> |

| Action  | Minutes | Position | Cost   |
|---|---------|----------|--------|
| Renders firearm safe  | 2       | DEPUTY   | 1.34   |
| Processing the firearm  | 20      | DEPUTY   | 13.50  |
| Document Inquiry on report  | 45      | DEPUTY   | 50.51  |
| Report approved by Supervisor   | 10      | SGT      | 7.52   |
| Enter firearm info into DOJ/AFS   | 5       | RECORDS  | 1.60   |
| Verify firearm Info/ temporary storage of firearm                       | 5       | RECORDS  | 1.60   |
| Court or Release update records   | 10      | RECORDS  | 3.13   |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 15      | DEPUTY   | 10.12  |
| Verify info upon receipt of firearm at P&E                              | 10      | EVIDENCE | 4.10   |
| Storing of firearms at P & E  | 10      | EVIDENCE | 4.10   |
| Enter info to data base/file docs at P & E                              | 10      | EVIDENCE | 4.10   |
| Create disposal authorization   | 30      | DELETING | 33.71  |
| Mail disposal authorization   | 5       | RECORDS  | 1.60   |
| Make determination if firearm is ready to dispose                       | 5       | EVIDENCE | 2.05   |
| Retrieve the property paperwork and attach disposal authorization       | 5       | EVIDENCE | 2.05   |
| Destroy/crush firearm   | 240     | EVIDENCE | 163.04 |
| Update computer re destruction and file property paperwork              | 10      | EVIDENCE | 4.10   |

**Scenario #5:**

Patrol officer asks suspect if firearms are present and suspect refuses to relinquish firearms

| Action                           | Minutes | Position | Cost  |
|----------------------------------|---------|----------|-------|
| Inquire if firearms are at scene | 5       | DEPUTY   | 3.33  |
| Document inquiry on report       | 45      | DEPUTY   | 50.51 |
| Report approved by Supervisor    | 10      | SGT      | 7.52  |

**One-Time Activity Fee**

The one-time activity fee for amending the Receipt for Property - Firearm

| Action                           | Minutes | Position | Cost            |
|----------------------------------|---------|----------|-----------------|
| Amend receipt                    | 5       | EVIDENCE | 2 <sup>05</sup> |
| Supervisor's approval of receipt | 5       | SGT      | 3 <sup>76</sup> |
| Agency's Approval of receipt     | 5       | SGT      | 3 <sup>76</sup> |
| Print/download receipt           | 5       | RECORDS  | 1 <sup>60</sup> |

929 Bridge Street  
Colusa, CA 95932  
(530) 458-0200  
(530) 458-4697  
www.colusasheriff.com

**Colusa County Sheriff's Office**

# Fax

**To:** Susie Demirchian/ LA Auditor-Controller **From:** Sgt. Kevin Erdelt

**Fax:** 213-617-8106 **Pages:** 6

**Phone:** **Date:** 11-18-09

**Re:** SB 90 DV custody of firearms **cc:**

☐ **Urgent** ☐ **For Review** ☐ **Please Reply**

■ **Comments:** completed cost survey, using step 5 pay range for each position.

Fax # 530-458-4697

Please direct any questions/response to:

Sgt. Kevin Erdelt

929 Bridge Street

Colusa, Ca. 95932

(530) 458-0216

kerdelt@colusasheriff.com

**DOMESTIC VIOLENCE - CUSTODY OF FIREARM**  
**SB 90 Reimbursement**  
**Survey**

**Example:**

| Action                           | Minutes | Position       | Cost |
|----------------------------------|---------|----------------|------|
| Inquire if firearms are at scene | 2       | Patrol Officer | \$   |

**Scenario #1:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. There are no firearms at scene.

| Action                                     | Minutes | Position | Cost |
|--|---------|----------|------|
| Inquire if firearms are at scene           | 2       | DEPUTY   | 1.48 |
| Document inquiry on report                 | 5       | DEPUTY   | 3.70 |
| Report reviewed and approved by Supervisor | 10      | SGT      | 8.80 |

**Scenario #2:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The firearm is later released to the suspect.

| Action                                     | Minutes | Position | Cost |
|--|---------|----------|------|
| Inquire if firearms are at scene           | 2       | DEPUTY   | 1.48 |
| Retrieves firearm                          | 5       | DEPUTY   | 3.70 |
| Renders firearm safe                       | 5       | DEPUTY   | 3.70 |
| Processing the firearm                     | 5       | DEPUTY   | 3.70 |
| Document inquiry on report                 | 5       | DEPUTY   | 3.70 |
| Report reviewed and approved by Supervisor | 10      | SGT      | 8.80 |
| Enter firearm info into DOJ/AFS            | 5       | Dispatch | 2.95 |

| Action  | Minutes | Position | Cost  |
|---|---------|----------|-------|
| Verify firearm Info/ temporary storage of firearm                       | 15      | DEPUTY   | 11.10 |
| Court or Release update records   | 5       | TECH     | 2.70  |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | TECH     | 2.70  |
| Verify info upon receipt of firearm at P&E                              | 3       | Tech     | 1.62  |
| Storing of firearms at P & E  | 2       | Tech     | 1.08  |
| Enter info to data base/file docs at P & E                              | 5       | Tech     | 2.70  |
| Verify Court/release to owner update records                            | 2       | Tech     | 1.08  |
| Update evidence data base and DOJ/AFS                                   | 5       | Tech     | 2.70  |
| Release of firearm  | 10      | Tech     | 5.40  |
| Supervisors review and signature for release of firearm                 | 1       | LT       | 1.05  |

**Scenario #3:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally and the detective petitions the court to retain the firearm.

| Action  | Minutes | Position | Cost  |
|---|---------|----------|-------|
| Inquire if firearms are at scene  | 2       | DEPUTY   | 1.48  |
| Retrieves firearm   | 5       | DEPUTY   | 3.70  |
| Renders firearm safe  | 5       | DEPUTY   | 3.70  |
| Processing the firearm  | 5       | DEPUTY   | 3.70  |
| Document inquiry on report  | 5       | DEPUTY   | 3.70  |
| Report reviewed and approved by Supervisor                              | 10      | SGT.     | 8.80  |
| Enter firearm info into DOJ/AFS   | 5       | Dispatch | 2.95  |
| Verify firearm Info/ temporary storage of firearm                       | 15      | DEPUTY   | 11.10 |
| Court or Release update records   | 5       | TECH     | 2.70  |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | TECH     | 2.70  |

| Action  | Minutes | Position | Cost |
|---|---------|----------|------|
| Verify info upon receipt of firearm at P&E                        | 3       | Tech     | 1.62 |
| Storing of firearms at P & E                                      | 2       | Tech     | 1.08 |
| Enter info to data base/file docs at P & E                        | 5       | Tech     | 2.70 |
| Prepare petition for retention of firearm                         |         |          |      |
| Notification to suspect of petition for retention of firearm      | 5       | Tech     | 2.70 |
| Add for Release of firearm:                                       |         |          |      |
| Verify Court/release to owner update records                      | 2       | Tech     | 1.08 |
| Update evidence data base and DOJ/AFS                             | 5       | Tech     | 2.70 |
| Release of firearm  | 10      | Tech     | 5.40 |
| Supervisors review and signature for release of firearm           | 1       | Lt       | 1.05 |
| Add for destruction of firearm:                                   |         |          |      |
| Input & file the property paperwork                               | 10      | Tech     | 5.40 |
| Create disposal authorization                                     | 10      | Tech     | 5.40 |
| Mail disposal authorization                                       | 1       | Tech     | .54  |
| Make determination if firearm is ready to dispose                 | 10      | Tech     | 5.40 |
| Retrieve the property paperwork and attach disposal authorization | 5       | tech     | 2.70 |
| Destroy/crush firearm   |         |          |      |
| Update computer regarding destruction and file property paperwork | 3       | Tech     | 1.62 |

**Scenario #4:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally but does not request the return of the firearm and the firearm is destroyed.

| Action                           | Minutes | Position | Cost |
|----------------------------------|---------|----------|------|
| Inquire if firearms are at scene | 2       | DEPUTY   | 1.48 |
| Retrieves firearm                | 5       | DEPUTY   | 3.70 |



| Action  | Minutes | Position | Cost  |
|---|---------|----------|-------|
| Renders firearm safe  | 5       | DEPUTY   | 3.70  |
| Processing the firearm  | 5       | DEPUTY   | 3.70  |
| Document Inquiry on report  | 5       | DEPUTY   | 3.70  |
| Report approved by Supervisor   | 10      | Sgt      | 8.80  |
| Enter firearm info into DOJ/AFS   | 5       | DISPATCH | 2.95  |
| Verify firearm Info/ temporary storage of firearm                       | 15      | DEPUTY   | 11.10 |
| Court or Release update records   | 2       | Tech     | 1.08  |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | Tech     | 2.70  |
| Verify info upon receipt of firearm at P&E                              | —       | —        | —     |
| Storing of firearms at P & E  | 2       | Tech     | 1.08  |
| Enter info to data base/file docs at P & E                              | 5       | Tech     | 2.70  |
| Create disposal authorization   | 5       | Tech     | 2.70  |
| Mail disposal authorization   | 1       | Tech     | .54   |
| Make determination if firearm is ready to dispose                       | 10      | Tech     | 5.40  |
| Retrieve the property paperwork and attach disposal authorization       | 5       | Tech     | 2.70  |
| Destroy/crush firearm   | —       | —        | —     |
| Update computer re destruction and file property paperwork              | 3       | Tech     | 1.62  |

**Scenario #5:**

Patrol officer asks suspect if firearms are present and suspect refuses to relinquish firearms

| Action                           | Minutes | Position | Cost |
|----------------------------------|---------|----------|------|
| Inquire if firearms are at scene | 2       | DEPUTY   | 1.48 |
| Document inquiry on report       | 5       | DEPUTY   | 3.70 |
| Report approved by Supervisor    | 10      | Sgt.     | 8.80 |

**One-Time Activity Fee**

The one-time activity fee for amending the Receipt for Property - Firearm

| Action                           | Minutes | Position | Cost |
|----------------------------------|---------|----------|------|
| Amend receipt                    |         |          |      |
| Supervisor's approval of receipt |         |          |      |
| Agency's Approval of receipt     |         |          |      |
| Print/download receipt           |         |          |      |

**FRESNO COUNTY SHERIFF'S DEPARTMENT****Margaret Mims, Sheriff**

2200 Fresno Street  
P.O. Box 1788  
Fresno, CA 93717  
(559)

**Date:** 11/23/09  
**To:** Susie Demirchian  
**Fax Number:** 213 6178106  
**From:** Sergeant Smith  
**Subject:** Survey

**Comments/Instructions:**

If you need anything else just let me know.

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**DOMESTIC VIOLENCE - CUSTODY OF FIREARM**  
**SB 90 Reimbursement**  
**Survey**

**Example:**

| Action                           | Minutes | Position       | Cost |
|----------------------------------|---------|----------------|------|
| Inquire if firearms are at scene | 2       | Patrol Officer | \$   |

**Scenario #1:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. There are no firearms at scene.

| Action                                     | Minutes | Position | Cost |
|--|---------|----------|------|
| Inquire if firearms are at scene           | 1       | PAT DEP. | .58  |
| Document inquiry on report                 | 1       | PAT DEP  | .58  |
| Report reviewed and approved by Supervisor | 5       | PAT SET  | 3.59 |

**Scenario #2:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The firearm is later released to the suspect.

| Action                                     | Minutes | Position  | Cost                       |
|--|---------|-----------|----------------------------|
| Inquire if firearms are at scene           | 1       | PAT DEP.  | .58                        |
| Retrieves firearm                          | 2       | PAT. DEP. | 1.16                       |
| Renders firearm safe                       | 3       | PAT DEP   | 1.73                       |
| Processing the firearm                     | 180     | I DIRMEN  | 31.79<br>\$20.00 MATERIALS |
| Document inquiry on report                 | 1       | PAT DEP   | .58                        |
| Report reviewed and approved by Supervisor | 5       | PAT SET   | 3.59                       |
| Enter firearm info into DOJ/AFS            | 3       | RECORDS   | .87                        |

| Action  | Minutes | Position            | Cost        |
|---|---------|---------------------|-------------|
| Verify firearm info/ temporary storage of firearm                       | 5       | PAT DEP             | 2.89        |
| Court or Release update records   |         |                     |             |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 10      | PAT DEP             | 5.78        |
| Verify info upon receipt of firearm at P&E                              | 5       | PROPERTY            | 2.11        |
| Storing of firearms at P & E  | 5       | PROPERTY            | 2.11        |
| Enter info to data base/file docs at P & E                              | 5       | PROPERTY            | 2.11        |
| Verify Court/release to owner update records                            |         |                     |             |
| Update evidence data base and DOJ/AFS                                   | 2<br>3  | PROPERTY<br>RECORDS | 2.11<br>.87 |
| Release of firearm  | 10      | PROPERTY            | 4.20        |
| Supervisors review and signature for release of firearm                 |         | DONT DO             |             |

**Scenario #3:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally and the detective petitions the court to retain the firearm.

| Action  | Minutes | Position | Cost                  |
|---|---------|----------|-----------------------|
| Inquire if firearms are at scene  | 1       | PAT DEP  | .58                   |
| Retrieves firearm   | 2       |          | 1.16                  |
| Renders firearm safe  | 3       |          | 1.73                  |
| Processing the firearm  | 180     | 2 BUREAU | 81.79<br>20-MATERIALS |
| Document inquiry on report  | 1       | PAT DEP  | .58                   |
| Report reviewed and approved by Supervisor                              | 5       | PAT SGT  | 3.59                  |
| Enter firearm info into DOJ/AFS   | 3       | RECORDS  | .87                   |
| Verify firearm info/ temporary storage of firearm                       | 5       | PAT DEP  | 2.89                  |
| Court or Release update records   |         |          |                       |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 10      | PAT DEP  | 5.78                  |

| Action  | Minutes | Position            | Cost        |
|---|---------|---------------------|-------------|
| Verify info upon receipt of firearm at P&E                        | 5       | PROPERTY            | 2.11        |
| Storing of firearms at P & E                                      | 5       |                     | 2.11        |
| Enter info to data base/file docs at P & E                        | 5       |                     | 2.11        |
| Prepare petition for retention of firearm                         |         | DETECTIVE           |             |
| Notification to suspect of petition for retention of firearm      |         | DET.                |             |
| <b>Add for Release of firearm:</b>                                |         |                     |             |
| Verify Court/release to owner update records                      |         |                     |             |
| Update evidence data base and DOJ/AFS                             |         |                     |             |
| Release of firearm  |         |                     |             |
| Supervisors review and signature for release of firearm           |         |                     |             |
| <b>Add for destruction of firearm:</b>                            |         |                     |             |
| Input & file the property paperwork                               | 10<br>3 | PROPERTY<br>RECORDS | 4.22<br>.87 |
| Create disposal authorization                                     | 10      | PROPERTY            | 4.22        |
| Mail disposal authorization                                       | 15      | PROPERTY            | 6.32        |
| Make determination if firearm is ready to dispose                 | 2       | PROPERTY            | .84         |
| Retrieve the property paperwork and attach disposal authorization | 1       | PROPERTY            | .42         |
| Destroy/crush firearm   | 10      | EOD                 | 5.78        |
| Update computer regarding destruction and file property paperwork | 2       | PROPERTY            | .84         |

**Scenario #4:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally but does not request the return of the firearm and the firearm is destroyed.

| Action                           | Minutes | Position | Cost |
|----------------------------------|---------|----------|------|
| Inquire if firearms are at scene | 1       | PAT DEP  | .58  |
| Retrieves firearm                | 2       | PAT DEP  | 1.16 |

| Action  | Minutes | Position | Cost                  |
|---|---------|----------|-----------------------|
| Renders firearm safe  | 3       | PAT DEP  | 1.73                  |
| Processing the firearm  | 160     | E BUREAU | 81.79<br>28 MATERIALS |
| Document inquiry on report  | 1       | PAT DEP  | .58                   |
| Report approved by Supervisor   | 5       | PAT SGT  | 3.59                  |
| Enter firearm info into DOJ/AFS   | 3       | RECORDS  | .87                   |
| Verify firearm Info/ temporary storage of firearm                       | 5       | PAT DEP  | 2.89                  |
| Court or Release update records   |         |          |                       |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 10      | PAT DEP  | 5.78                  |
| Verify info upon receipt of firearm at P&E                              | 5       | PROPERTY | 2.11                  |
| Storing of firearms at P & E  | 5       |          | 2.11                  |
| Enter info to data base/file docs at P & E                              | 5       |          | 2.11                  |
| Create disposal authorization   | 10      | PROPERTY | 4.22                  |
| Mail disposal authorization   | 15      | PROPERTY | 6.32                  |
| Make determination if firearm is ready to dispose                       | 2       | PROPERTY | .84                   |
| Retrieve the property paperwork and attach disposal authorization       | 1       | PROPERTY | .42                   |
| Destroy/crush firearm   | 10      | EOD      | 5.78                  |
| Update computer re destruction and file property paperwork              | 2       | PROPERTY | .84                   |

**Scenario #5:**

Patrol officer asks suspect if firearms are present and suspect refuses to relinquish firearms

| Action                           | Minutes | Position | Cost |
|----------------------------------|---------|----------|------|
| Inquire if firearms are at scene | 1       | PAT DEP  | .58  |
| Document inquiry on report       | 1       |          | .58  |
| Report approved by Supervisor    | 5       | PAT SGT  | 3.59 |

**One-Time Activity Fee**

The one-time activity fee for amending the Receipt for Property - Firearm

| Action                           | Minutes | Position | Cost |
|----------------------------------|---------|----------|------|
| Amend receipt                    |         |          |      |
| Supervisor's approval of receipt |         |          |      |
| Agency's Approval of receipt     |         |          |      |
| Print/download receipt           |         |          |      |



**DOMESTIC VIOLENCE - CUSTODY OF FIREARM**

**SB 90 Reimbursement**

**Survey**

*Inyo County*

**Example:**

| Action                           | Minutes | Position       | Cost |
|----------------------------------|---------|----------------|------|
| Inquire if firearms are at scene | 2       | Patrol Officer | \$   |

**Scenario #1:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. There are no firearms at scene.

| Action                                     | Minutes | Position       | Cost |
|--|---------|----------------|------|
| Inquire if firearms are at scene           | 5       | Patrol Officer | 3.00 |
| Document inquiry on report                 | 5       | Patrol Officer | 3.00 |
| Report reviewed and approved by Supervisor | 10      | Patrol Sgt.    | 3.50 |

**Scenario #2:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The firearm is later released to the suspect.

| Action   | Minutes | Position    | Cost         |
|--|---------|-------------|--------------|
| Inquire if firearms are at scene                     | 5       | Patrol/Inv  | 3.00         |
| Retrieves firearm **If numerous firearms longer)**** | 5-20    | Same        | 3.00-10.00   |
| Renders firearm safe                                 | 1-15    | Same        | 5.00         |
| Processing the firearm                               | 10-60   | Evid Tech   | 5.00-20.00   |
| Document inquiry on report                           | 10      | Patrol/Inv  | 6.00 to 8.00 |
| Report reviewed and approved by Supervisor           | 10      | Patrol Sgt. | 7.00         |
| Enter firearm info into DOJ/AFS                      | 10-30   | Dispatcher  | 12.50        |
| Verify firearm Info/ temporary storage of firearm    | 20      | Evid. Tech  | 8.00         |

| Action  | Minutes | Position         | Cost       |
|---|---------|------------------|------------|
| Court or Release update records   | 10      | Investigator     | 8.00       |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 10-60   | Patrol/Inv       | 8.00-33.00 |
| Verify info upon receipt of firearm at P&E                              | 20      | Evid Tech        | 8.00       |
| Storing of firearms at P & E  | 20      | Evid. Tech       | 8.00       |
| Enter info to data base/file docs at P & E                              | 20      | Evid Tech        | 8.00       |
| Verify Court/release to owner update records                            | 10      | Inv.             | 8.00       |
| Update evidence data base and DOJ/AFS                                   | 10      | Inv/Disp         | 8.00       |
| Release of firearm  | 10-60   | Inv or Evid Tech | 8.00-33.00 |
| Supervisors review and signature for release of firearm                 | 10      | Inv              | 8.00       |

### **Scenario #3:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally and the detective petitions the court to retain the firearm.

| Action  | Minutes | Position       | Cost       |
|---|---------|----------------|------------|
| Inquire if firearms are at scene  | 5       | Patrol Officer | 3.00       |
| Retrieves firearm   | 5-20    | Patrol Officer | 3.00-10.00 |
| Renders firearm safe  | 5       | Same           | 3.00       |
| Processing the firearm  | 10-60   | Same           | 3.00-28.00 |
| Document inquiry on report  | 10      | Patrol Officer | 6.00       |
| Report reviewed and approved by Supervisor                              | 10      | Patrol Sgt.    | 6.00       |
| Enter firearm info into DOJ/AFS   | 10-30   | Dispatcher     | 12.50      |
| Verify firearm Info/ temporary storage of firearm                       | 20      | Evid Tech      | 8.00       |
| Court or Release update records   | 10      | Inv            | 8.00       |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 10-60   | Patrol/Inv     | 8.00-33.00 |
| Verify info upon receipt of firearm at P&E                              | 20      | Evid Tech      | 8.00       |

| Action  | Minutes | Position       | Cost       |
|---|---------|----------------|------------|
| Storing of firearms at P & E                                      | 20      | Evid Tech      | 8.00       |
| Enter info to data base/file docs at P & E                        | 20      | Evid Tech      | 8.00       |
| Prepare petition for retention of firearm                         | 30      | Inv            | 17.50      |
| Notification to suspect of petition for retention of firearm      | 5       | Inv            | 4.00       |
| <b>Add for Release of firearm:</b>                                |         |                |            |
| Verify Court/release to owner update records                      | 10      | Inv            | 8.00       |
| Update evidence data base and DOJ/AFS                             | 10      | Inv/Dispatcher | 8.00       |
| Release of firearm  | 10-60   | Inv            | 8.00-33.00 |
| Supervisors review and signature for release of firearm           | 10      | Inv            | 8.00       |
| <b>Add for destruction of firearm:</b>                            |         |                |            |
| Input & file the property paperwork                               | 45      | Inv/Evid Tech  | 30.00      |
| Create disposal authorization                                     | 45      | Inv/Evid Tech  | 30.00      |
| Mail disposal authorization                                       | 10      | Evid Tech      | 4.00       |
| Make determination if firearm is ready to dispose                 | 30      | Inv.           | 17.50      |
| Retrieve the property paperwork and attach disposal authorization | 30      | Inv            | 17.50      |
| Destroy/crush firearm   | 60      | Inv/Evid Tech  | 33.00      |
| Update computer regarding destruction and file property paperwork | 20      | Dispatcher     | 10.00      |

#### Scenario #4:

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally but does not request the return of the firearm and the firearm is destroyed.

| Action                           | Minutes | Position       | Cost       |
|----------------------------------|---------|----------------|------------|
| Inquire if firearms are at scene | 5       | Patrol Officer | 3.00       |
| Retrieves firearm                | 5-20    | Patrol Officer | 3.00-12.00 |
| Renders firearm safe             | 5       | Patrol Officer | 3.00       |

| Action  | Minutes | Position       | Cost       |
|---|---------|----------------|------------|
| Processing the firearm  | 10-60   | Patrol Officer | 6.00-30.00 |
| Document inquiry on report  | 10      | Patrol Officer | 6.00       |
| Report approved by Supervisor   | 10      | Patrol Sgt.    | 3.50       |
| Enter firearm info into DOJ/AFS   | 10-30   | Dispatcher     | 10.00      |
| Verify firearm Info/ temporary storage of firearm                       | 20      | Evid Tech      | 8.00       |
| Court or Release update records   | 10      | Investigator   | 8.00       |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 10-60   | Patrol/Inv     | 8.00-33.00 |
| Verify info upon receipt of firearm at P&E                              | 20      | Evid Tech      | 8.00       |
| Storing of firearms at P & E  | 20      | Evid Tech      | 8.00       |
| Enter info to data base/file docs at P & E                              | 20      | Evid Tech      | 8.00       |
| Create disposal authorization   | 45      | Inv/Evid Tech  | 17.50      |
| Mail disposal authorization   | 10      | Evid Tech      | 4.00       |
| Make determination if firearm is ready to dispose                       | 30      | Investigator   | 17.50      |
| Retrieve the property paperwork and attach disposal authorization       | 30      | Inv.           | 17.50      |
| Destroy/crush firearm   | 60      | Inv/Evid Tech  | 33.00      |
| Update computer re destruction and file property paperwork              | 20      | Dispatcher     | 10.00      |

#### **Scenario #5:**

Patrol officer asks suspect if firearms are present and suspect refuses to relinquish firearms

| Action                           | Minutes | Position       | Cost  |
|----------------------------------|---------|----------------|-------|
| Inquire if firearms are at scene | 30      | Patrol Officer | 14.00 |
| Document inquiry on report       | 10      | Patrol Officer | 6.00  |
| Report approved by Supervisor    | 10      | Patrol Sgt.    | 3.50  |

### One-Time Activity Fee

The one-time activity fee for amending the Receipt for Property - Firearm

| Action                           | Minutes | Position  | Cost  |
|----------------------------------|---------|-----------|-------|
| Amend receipt                    | 60      | Inv/Admin | 33.00 |
| Supervisor's approval of receipt | 15      | Admin     | 11.00 |
| Agency's Approval of receipt     | 60      | Admin     | 44.00 |
| Print/download receipt           | 15      | Inv       | 10.00 |

**DOMESTIC VIOLENCE - CUSTODY OF FIREARM**  
**SB 90 Reimbursement**  
**Survey**  
**Santa Clara County Sheriff's Office**

**Example:**

| Action                           | Minutes | Position       | Cost |
|----------------------------------|---------|----------------|------|
| Inquire if firearms are at scene | 2       | Patrol Officer | 3.00 |

**Scenario #1:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. There are no firearms at scene.

| Action                                     | Minutes | Position      | Cost |
|--|---------|---------------|------|
| Inquire if firearms are at scene           | 2       | Patrol Deputy | 3.00 |
| Document inquiry on report                 | 1       | Patrol Deputy | 1.50 |
| Report reviewed and approved by Supervisor | 2       | Patrol Sgt.   | 3.50 |

**Scenario #2:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The firearm is later released to the suspect.

| Action  | Minutes | Position       | Cost |
|---|---------|----------------|------|
| Inquire if firearms are at scene                  | 2       | Patrol Deputy  | 3.00 |
| Retrieves firearm                                 | 1       | Patrol Deputy  | 1.50 |
| Renders firearm safe                              | 3       | Patrol Deputy  | 4.50 |
| Processing the firearm                            | 5       | Patrol Deputy  | 7.50 |
| Document inquiry on report                        | 1       | Patrol Deputy  | 1.50 |
| Report reviewed and approved by Supervisor        | 2       | Patrol Sgt.    | 3.50 |
| Enter firearm info into DOJ/AFS                   | 2       | Law Enf. Clerk | 2.00 |
| Verify firearm info/ temporary storage of firearm | 5       | Evid. Tech.    | 6.25 |

| Action  | Minutes | Position        | Cost  |
|---|---------|-----------------|-------|
| Court or Release update records   | 2       | Detective       | 3.50  |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | Evid. Tech.     | 6.25  |
| Verify info upon receipt of firearm at P&E                              | 5       | Evid. Tech.     | 6.25  |
| Storing of firearms at P & E  | 5       | Evid. Tech.     | 6.25  |
| Enter info to data base/file docs at P & E                              | 2       | Evid. Tech.     | 2.50  |
| Verify Court/release to owner update records                            | 2       | Detective       | 3.50  |
| Update evidence data base and DOJ/AFS                                   | 2       | Evid. Tech.     | 2.50  |
| Release of firearm  | 15      | Evid. Tech.     | 18.75 |
| Supervisors review and signature for release of firearm                 | 2       | Det. Lieutenant | 5.00  |

### **Scenario #3:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally and the detective petitions the court to retain the firearm.

| Action  | Minutes | Position       | Cost |
|---|---------|----------------|------|
| Inquire if firearms are at scene  | 2       | Patrol Deputy  | 3.00 |
| Retrieves firearm   | 1       | Patrol Deputy  | 1.50 |
| Renders firearm safe  | 3       | Patrol Deputy  | 4.50 |
| Processing the firearm  | 5       | Patrol Deputy  | 7.50 |
| Document inquiry on report  | 1       | Patrol Deputy  | 1.50 |
| Report reviewed and approved by Supervisor                              | 2       | Patrol Sgt.    | 3.50 |
| Enter firearm info into DOJ/AFS   | 2       | Law Enf. Clerk | 2.00 |
| Verify firearm info/ temporary storage of firearm                       | 5       | Evid. Tech.    | 6.25 |
| Court or Release update records   | 2       | Detective      | 3.50 |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | Evid. Tech.    | 6.25 |
| Verify info upon receipt of firearm at P&E                              | 5       | Evid. Tech.    | 6.25 |

| Action  | Minutes | Position        | Cost  |
|---|---------|-----------------|-------|
| Storing of firearms at P & E                                      | 5       | Evid. Tech.     | 6.25  |
| Enter info to data base/file docs at P & E                        | 2       | Evid. Tech.     | 2.50  |
| Prepare petition for retention of firearm                         | 15      | Detective       | 23.75 |
| Notification to suspect of petition for retention of firearm      | 5       | Detective       | 8.75  |
| <b>Add for Release of firearm:</b>                                |         |                 |       |
| Verify Court/release to owner update records                      | 5       | Detective       | 8.75  |
| Update evidence data base and DOJ/AFS                             | 2       | Evid. Tech.     | 2.50  |
| Release of firearm  | 15      | Evid. Tech.     | 18.75 |
| Supervisors review and signature for release of firearm           | 2       | Det. Lieutenant | 10.00 |
| <b>Add for destruction of firearm:</b>                            |         |                 |       |
| Input & file the property paperwork                               | 2       | Evid. Tech.     | 2.50  |
| Create disposal authorization                                     | 5       | Evid. Tech.     | 6.25  |
| Mail disposal authorization                                       | 2       | Evid. Tech.     | 2.50  |
| Make determination if firearm is ready to dispose                 | 15      | Detective       | 23.75 |
| Retrieve the property paperwork and attach disposal authorization | 2       | Evid. Tech.     | 2.50  |
| Destroy/crush firearm   | 5       | Evid. Tech.     | 6.25  |
| Update computer regarding destruction and file property paperwork | 5       | Evid. Tech.     | 6.25  |

#### **Scenario #4:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally but does not request the return of the firearm and the firearm is destroyed.

| Action                           | Minutes | Position      | Cost |
|----------------------------------|---------|---------------|------|
| Inquire if firearms are at scene | 2       | Patrol Deputy | 3.00 |
| Retrieves firearm                | 1       | Patrol Deputy | 1.50 |
| Renders firearm safe             | 3       | Patrol Deputy | 4.50 |



| Action  | Minutes | Position       | Cost  |
|---|---------|----------------|-------|
| Processing the firearm  | 5       | Patrol Deputy  | 7.50  |
| Document inquiry on report  | 1       | Patrol Deputy  | 1.50  |
| Report approved by Supervisor   | 2       | Patrol Sgt.    | 3.50  |
| Enter firearm info into DOJ/AFS   | 2       | Law Enf. Clerk | 2.00  |
| Verify firearm Info/ temporary storage of firearm                       | 5       | Evid. Tech.    | 6.25  |
| Court or Release update records   | 5       | Detective      | 8.75  |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | Evid. Tech.    | 6.25  |
| Verify info upon receipt of firearm at P&E                              | 2       | Evid. Tech.    | 2.50  |
| Storing of firearms at P & E  | 5       | Evid. Tech.    | 6.25  |
| Enter info to data base/file docs at P & E                              | 2       | Evid. Tech.    | 2.50  |
| Create disposal authorization   | 5       | Detective      | 8.75  |
| Mail disposal authorization   | 2       | Evid. Tech.    | 2.50  |
| Make determination if firearm is ready to dispose                       | 15      | Evid. Tech.    | 18.75 |
| Retrieve the property paperwork and attach disposal authorization       | 2       | Evid. Tech.    | 2.50  |
| Destroy/crush firearm   | 5       | Evid. Tech.    | 6.25  |
| Update computer re destruction and file property paperwork              | 5       | Evid. Tech.    | 6.25  |

#### **Scenario #5:**

Patrol officer asks suspect if firearms are present and suspect refuses to relinquish firearms

| Action                           | Minutes | Position      | Cost |
|----------------------------------|---------|---------------|------|
| Inquire if firearms are at scene | 2       | Patrol Deputy | 3.00 |
| Document inquiry on report       | 2       | Patrol Deputy | 3.00 |
| Report approved by Supervisor    | 5       | Patrol Deputy | 7.50 |

### One-Time Activity Fee

The one-time activity fee for amending the Receipt for Property - Firearm

| Action                           | Minutes | Position        | Cost  |
|----------------------------------|---------|-----------------|-------|
| Amend receipt                    | 2       | Evid. Tech      | 2.50  |
| Supervisor's approval of receipt | 2       | Det. Lieutenant | 10.00 |
| Agency's Approval of receipt     | 2       | Det. Lieutenant | 10.00 |
| Print/download receipt           | 2       | Evid. Tech      | 2.50  |



**SAN FRANCISCO POLICE DEPARTMENT  
DOMESTIC VIOLENCE  
RESPONSE UNIT  
SAN FRANCISCO, CA 94103  
OFFICE #: (415) 553-9225  
FAX # (415) 553-7965**



## **Fax Transmittal Sheet**

**DATE:** November 24, 2009

**AGENCY:** County of L.A. Dept. of Auditor-Controller

**FAX NUMBER:** (213) 626-5427

**ATTENTION:** Susie Demirchian

**SENT BY:** Ac/Lt Arthur Stellini, #707

**PHONE #:** (415) 553-4900

**COMMENTS:**

I apologize for the late corrections, if there are any questions feel free to contact me.

Thank You

Number of pages, including Cover Sheet: 6

**DOMESTIC VIOLENCE - CUSTODY OF FIREARM**  
**SB 90 Reimbursement**  
**Survey**

**Example:**

| Action                           | Minutes | Position       | Cost |
|----------------------------------|---------|----------------|------|
| Inquire if firearms are at scene | 2       | Patrol Officer | \$   |

**Scenario #1:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. There are no firearms at scene.

| Action                                     | Minutes | Position       | Cost               |
|--|---------|----------------|--------------------|
| Inquire if firearms are at scene           | 5       | Patrol Officer | \$ 5 <sup>15</sup> |
| Document inquiry on report                 | 5       | Patrol Officer | \$ 5 <sup>15</sup> |
| Report reviewed and approved by Supervisor | 5       | Sergeant       | \$ 5 <sup>15</sup> |

**Scenario #2:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The firearm is later released to the suspect.

| Action                                     | Minutes | Position       | Cost                |
|--|---------|----------------|---------------------|
| Inquire if firearms are at scene           | 5       | Patrol Officer | \$ 5 <sup>15</sup>  |
| Retrieves firearm                          | 5       | " "            | \$ 5 <sup>15</sup>  |
| Renders firearm safe                       | 2       | " "            | \$ 2 <sup>00</sup>  |
| Processing the firearm                     | 5       | " "            | \$ 5 <sup>15</sup>  |
| Document inquiry on report                 | 5       | " "            | \$ 5 <sup>15</sup>  |
| Report reviewed and approved by Supervisor | 5       | Sergeant / Lt  | \$ 5 <sup>15</sup>  |
| Enter firearm info into DOJ/AFS            | 10      | Patrol Officer | \$ 10 <sup>30</sup> |

| Action  | Minutes | Position       | Cost     |
|---|---------|----------------|----------|
| Verify firearm Info/ temporary storage of firearm                       | 1       | Inspector      | \$ 1.03  |
| Court or Release update records   | 15      | Inspector      | \$ 15.45 |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | Patrol Officer | \$ 5.15  |
| Verify info upon receipt of firearm at P&E                              | 5       | Inspector      | \$ 5.15  |
| Storing of firearms at P & E  | 15      | Patrol Officer | \$ 15.45 |
| Enter info to data base/file docs at P & E                              | 10      | Inspector      | \$ 10.30 |
| Verify Court/release to owner update records                            | 2       | Inspector      | \$ 2.06  |
| Update evidence data base and DOJ/AFS                                   | 10      | Patrol Officer | \$ 10.30 |
| Release of firearm  | 5       | Inspector      | \$ 5.15  |
| Supervisors review and signature for release of firearm                 | 5       | Inspector      | \$ 5.15  |

**Scenario #3:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally and the detective petitions the court to retain the firearm.

| Action  | Minutes | Position        | Cost     |
|---|---------|-----------------|----------|
| Inquire if firearms are at scene  | 5       | Patrol Officers | \$ 5.15  |
| Retrieves firearm   | 5       | " "             | \$ 5.15  |
| Renders firearm safe  | 2       | " "             | \$ 2.06  |
| Processing the firearm  | 5       | " "             | \$ 5.15  |
| Document inquiry on report  | 5       | " "             | \$ 5.15  |
| Report reviewed and approved by Supervisor                              | 5       | Sergeant / Lt   | \$ 5.15  |
| Enter firearm info into DOJ/AFS   | 10      | " "             | \$ 10.30 |
| Verify firearm Info/ temporary storage of firearm                       | 1       | Inspector       | \$ 1.03  |
| Court or Release update records   | 15      | Inspector       | \$ 15.45 |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | Inspector       | \$ 5.15  |

11-23-09:07:41AM: Auditor-Controller

11-23-09:07:41AM: Auditor-Controller

| Action  | Minutes   | Position       | Cost     |
|---|-----------|----------------|----------|
| Verify info upon receipt of firearm at P&E                        | 1         | Inspector      | \$ 1.03  |
| Storing of firearms at P & E                                      | 12.15     | Patrol P.O.    | \$ 15.45 |
| Enter info to data base/file docs at P & E                        | 5         | Patrol Officer | \$ 5.15  |
| Prepare petition for retention of firearm                         | 5         | " "            | \$ 5.15  |
| Notification to suspect of petition for retention of firearm      | 1         | Patrol Officer | \$ 1.03  |
| <b>Add for Release of firearm:</b>                                |           |                |          |
| Verify Court/release to owner update records                      | 5         | Inspector      | \$ 5.15  |
| Update evidence data base and DOJ/AFS                             | 15 10     | Patrol Officer | \$ 10.30 |
| Release of firearm  | 10        | Inspector      | \$ 10.30 |
| Supervisors review and signature for release of firearm           | 5         | Inspector      | \$ 5.15  |
| <b>Add for destruction of firearm:</b>                            |           |                |          |
| Input & file the property paperwork                               | 15        | Civilian       | \$ 6.50  |
| Create disposal authorization                                     | 5         | "              | \$ 2.08  |
| Mail disposal authorization                                       | N/A       | "              |          |
| Make determination if firearm is ready to dispose                 | 36 months | "              |          |
| Retrieve the property paperwork and attach disposal authorization | 8         | "              | \$ 3.32  |
| Destroy/crush firearm   | 15        | "              | \$ 15.45 |
| Update computer regarding destruction and file property paperwork | 15        | "              | \$ 6.24  |

**Scenario #4:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally but does not request the return of the firearm and the firearm is destroyed.

| Action                           | Minutes | Position       | Cost    |
|----------------------------------|---------|----------------|---------|
| Inquire if firearms are at scene | 5       | Patrol Officer | \$ 5.15 |
| Retrieves firearm                | 5       | " "            | \$ 5.15 |

11-25-09:07:41AM/Auditor-Controller

11-25-09:07:41AM/Auditor-Controller

| Action  | Minutes   | Position       | Cost     |
|---|-----------|----------------|----------|
| Renders firearm safe  | 2         | Patrol Officer | \$ 2.06  |
| Processing the firearm  | 5         | " "            | \$ 5.15  |
| Document inquiry on report  | 5         | " "            | \$ 5.15  |
| Report approved by Supervisor   | 5         | Sergeant/Lt    | \$ 5.15  |
| Enter firearm info into DOJ/AFS   | 5 10      | Patrol Officer | \$ 10.30 |
| Verify firearm info/ temporary storage of firearm                       | 2         | Inspector      | \$ 2.06  |
| Court or Release update records   |           |                |          |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5         | Patrol Officer | \$ 5.15  |
| Verify info upon receipt of firearm at P&E                              | 1         | Inspector      | \$ 1.03  |
| Storing of firearms at P & E  | 3 10      | Civilian       | \$ 4.35  |
| Enter info to data base/file docs at P & E                              | 5 10      | Patrol Officer | \$ 10.30 |
| Create disposal authorization   | 5         | Civilian       | \$ 2.06  |
| Mail disposal authorization   | N/A       |                |          |
| Make determination if firearm is ready to dispose                       | 36 months |                |          |
| Retrieve the property paperwork and attach disposal authorization       | 8         | Civilian       | \$ 3.32  |
| Destroy/crush firearm   | 8         | "              | \$ 3.32  |
| Update computer re destruction and file property paperwork              | 15        | "              | \$ 6.24  |

**Scenario #5:**

Patrol officer asks suspect if firearms are present and suspect refuses to relinquish firearms

| Action                           | Minutes | Position       | Cost    |
|----------------------------------|---------|----------------|---------|
| Inquire if firearms are at scene | 5       | Patrol Officer | \$ 5.15 |
| Document inquiry on report       | 5       | Patrol Officer | \$ 5.15 |
| Report approved by Supervisor    | 5       | Sergeant/Lt    | \$ 5.15 |

**One-Time Activity Fee**

The one-time activity fee for amending the Receipt for Property - Firearm

| Action                           | Minutes | Position     | Cost    |
|----------------------------------|---------|--------------|---------|
| Amend receipt                    | 10      | Civilian     | \$ 4.16 |
| Supervisor's approval of receipt | 5       | Inspector/Lt | \$ 5.15 |
| Agency's Approval of receipt     | 2       | Inspector/Lt | \$ 2.06 |
| Print/download receipt           | 2       | Inspector/Lt | \$ 2.06 |



PLUMAS COUNTY SHERIFF'S OFFICE  
1400 EAST MAIN STREET  
QUINCY, CA 95971-9402

TERRY BERGSTRAND, SHERIFF/CORONER

Administration (530) 283-6375

Dispatch (530) 283-6300

Fax (530) 283-6344

FAX COVER SHEET

FROM: Commander Hendrick

DATE: 12/3/09

TITLE: Patrol Commander

DIVISION: Patrol

WARNING

THE DOCUMENT ACCOMPANYING THIS TELECOPY CONTAINS INFORMATION FROM THE PLUMAS COUNTY SHERIFF'S OFFICE WHICH IS CONFIDENTIAL AND/OR LEGALLY PRIVILEGED. THE INFORMATION IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ON THIS TRANSMISSION SHEET. IF NOT IN THE HANDS OF THE INTENDED RECIPIENT, DISCLOSURE, COPYING, DISTRIBUTION, AND/OR RELIANCE ON THE CONTENTS OF THIS TELECOPIED INFORMATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS TELECOPY IN ERROR, PLEASE NOTIFY US BY TELEPHONE IMMEDIATELY SO WE CAN ARRANGE FOR THE RETURN OF THE ORIGINAL DOCUMENTS TO OUR OFFICE AT NO COST TO YOU.

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ORGANIZATION: SB 90 ADMINISTRATION SECTION

TO: SUSIE DEMERCIAN

TITLE: AUDITOR Controller

PHONE NUMBER:

FAX: 213-617-8106

NUMBER OF PAGES INCLUDING THIS ONE: 6

MESSAGE: Dear Susie - Sorry For The

Delay ... OUT GOING, E-MAIL SEEMS  
TO BE A PROBLEM HERE ... LEAVE PHONE  
MESSAGE 530-283-6343 AND LET ME KNOW YOU

**DOMESTIC VIOLENCE - CUSTODY OF FIREARM**  
**SB 90 Reimbursement**  
**Survey**

**Example:**

| Action                           | Minutes | Position       | Cost |
|----------------------------------|---------|----------------|------|
| Inquire if firearms are at scene | 2       | Patrol Officer | \$   |

**Scenario #1:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. There are no firearms at scene.

| Action                                     | Minutes | Position | Cost |
|--|---------|----------|------|
| Inquire if firearms are at scene           | 5       | Deputy   | 2.00 |
| Document inquiry on report                 | 5       | Deputy   | 2.00 |
| Report reviewed and approved by Supervisor | 10      | Sgt      | 5.00 |

**Scenario #2:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The firearm is later released to the suspect.

| Action  | Minutes | Position   | Cost |
|---|---------|------------|------|
| Inquire if firearms are at scene                  | 5       | Deputy     | 2.00 |
| Retrieves firearm                                 | 5       | Deputy     | 2.00 |
| Renders firearm safe                              | 2       | Deputy     | .75  |
| Processing the firearm                            | 15      | Deputy     | 6.00 |
| Document Inquiry on report                        | 5       | Deputy     | 2.00 |
| Report reviewed and approved by Supervisor        | 10      | Sergeant   | 5.00 |
| Enter firearm info into DOJ/AFS                   | 5       | Dispatcher | 3.00 |
| Verify firearm Info/ temporary storage of firearm | 10      | Evid Clerk | 4.00 |

| Action  | Minutes | Position    | Cost |
|---|---------|-------------|------|
| Court or Release update records   | 5       | Court Clerk | 3.00 |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | Deputy      | 2.00 |
| Verify info upon receipt of firearm at P&E                              | 5       | Evid Clerk  | 2.00 |
| Storing of firearms at P & E  | 5       | Evid Clerk  | 2.00 |
| Enter info to data base/file docs at P & E                              | 2       | Evid Clerk  | 1.00 |
| Verify Court/release to owner update records                            | 5       | Evid Clerk  | 2.00 |
| Update evidence data base and DOJ/AFS                                   | 5       | Evid Clerk  | 2.00 |
| Release of firearm  | 10      | Evid Clerk  | 4.00 |
| Supervisors review and signature for release of firearm                 | 5       | Sgt         | 2.50 |

**Scenario #3:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally and the detective petitions the court to retain the firearm.

| Action  | Minutes | Position    | Cost |
|---|---------|-------------|------|
| Inquire if firearms are at scene  | 5       | Deputy      | 2.00 |
| Retrieves firearm   | 5       | Deputy      | 2.00 |
| Renders firearm safe  | 2       | Deputy      | 2.00 |
| Processing the firearm  | 15      | Deputy      | 6.00 |
| Document inquiry on report  | 5       | Deputy      | 2.00 |
| Report reviewed and approved by Supervisor                              | 10      | Sergeant    | 5.00 |
| Enter firearm info into DOJ/AFS   | 5       | Dispatch    | 3.00 |
| Verify firearm Info/ temporary storage of firearm                       | 10      | Evid Clerk  | 4.00 |
| Court or Release update records   | 5       | Court Clerk | 3.00 |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | Deputy      | 2.00 |
| Verify info upon receipt of firearm at P&E                              | 5       | Evid Clerk  | 2.00 |

| Action  | Minutes | Position   | Cost |
|---|---------|------------|------|
| Storing of firearms at P & E                                      | 5       | Evid Clerk | 2.00 |
| Enter info to data base/file docs at P & E                        | 2       | Evid Clerk | 1.00 |
| Prepare petition for retention of firearm                         | 10      | Evid Clerk | 4.00 |
| Notification to suspect of petition for retention of firearm      | 5       | Evid Clerk | 2.00 |
| <b>Add for Release of firearm:</b>                                |         |            |      |
| Verify Court/release to owner update records                      | 10      | Evid Clerk | 4.00 |
| Update evidence data base and DOJ/AFS                             | 5       | Evid Clerk | 2.00 |
| Release of firearm  | 10      | Evid Clerk | 4.00 |
| Supervisors review and signature for release of firearm           | 5       | Sergeant   | 2.50 |
| <b>Add for destruction of firearm:</b>                            |         |            |      |
| Input & file the property paperwork                               | 10      | Evid Clerk | 4.00 |
| Create disposal authorization                                     | 10      | Evid Clerk | 4.00 |
| Mail disposal authorization                                       | 2       | Evid Clerk | 1.00 |
| Make determination if firearm is ready to dispose                 | 10      | Evid Clerk | 4.00 |
| Retrieve the property paperwork and attach disposal authorization | 10      | Evid Clerk | 4.00 |
| Destroy/crush firearm   | 10      | Gunsmith   | 5.00 |
| Update computer regarding destruction and file property paperwork | 10      | Evid Clerk | 4.00 |

**Scenario #4:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally but does not request the return of the firearm and the firearm is destroyed.

| Action                           | Minutes | Position | Cost |
|----------------------------------|---------|----------|------|
| Inquire if firearms are at scene | 5       | Deputy   | 2.00 |
| Retrieves firearm                | 5       | Deputy   | 2.00 |
| Renders firearm safe             | 2       | Deputy   | .75  |

| Action  | Minutes | Position    | Cost |
|---|---------|-------------|------|
| Processing the firearm  | 15      | Deputy      | 6.00 |
| Document inquiry on report  | 5       | Deputy      | 2.00 |
| Report approved by Supervisor   | 10      | Sergeant    | 5.00 |
| Enter firearm info into DOJ/AFS   | 5       | Dispatch    | 3.00 |
| Verify firearm Info/ temporary storage of firearm                       | 10      | Evid Clerk  | 4.00 |
| Court or Release update records   | 5       | Court Clerk | 3.00 |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | Deputy      | 2.00 |
| Verify info upon receipt of firearm at P&E                              | 5       | Evid Clerk  | 2.00 |
| Storing of firearms at P & E  | 5       | Evid Clerk  | 2.00 |
| Enter info to data base/file docs at P & E                              | 2       | Evid Clerk  | 2.00 |
| Create disposal authorization   | 10      | Evid Clerk  | 4.00 |
| Mail disposal authorization   | 2       | Evid Clerk  | 1.00 |
| Make determination if firearm is ready to dispose                       | 10      | Evid Clerk  | 4.00 |
| Retrieve the property paperwork and attach disposal authorization       | 10      | Evid Clerk  | 4.00 |
| Destroy/crush firearm   | 10      | Gunsmith    | 5.00 |
| Update computer re destruction and file property paperwork              | 10      | Evid Clerk  | 4.00 |

**Scenario #5:**

Patrol officer asks suspect if firearms are present and suspect refuses to relinquish firearms

| Action                           | Minutes | Position | Cost  |
|----------------------------------|---------|----------|-------|
| Inquire if firearms are at scene | 120     | Deputy   | 48.00 |
| Document inquiry on report       | 10      | Deputy   | 4.00  |
| Report approved by Supervisor    | 10      | Sergeant | 5.00  |

**One-Time Activity Fee**

The one-time activity fee for amending the Receipt for Property - Firearm

| Action                           | Minutes | Position            | Cost |
|----------------------------------|---------|---------------------|------|
| Amend receipt                    | 5       | Deputy              | 2.00 |
| Supervisor's approval of receipt | 5       | Sergeant            | 2.50 |
| Agency's Approval of receipt     | 5       | Patrol<br>Commander | 5.00 |
| Print/download receipt           | 2       | Deputy              | 1.00 |

SAN MATEO COUNTY SHERIFF'S OFFICE  
INVESTIGATIONS BUREAU / MAJOR CRIMES UNIT  
400 County Center  
Redwood City, CA.  
94063



## FAX COVER SHEET

DATE: **12-4-09** TIME: **1127**

TO: **SUSIE DEMIRGHAN**

FAX: **213-617-8106**

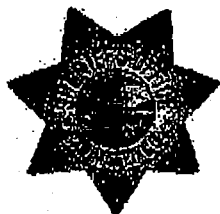
FROM: Sgt. Linda Gibbons

PHONE: 650-363-4063  
FAX: 650-599-7253

Number of pages including cover sheet: **7**

Message:

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# SAN MATEO COUNTY SHERIFF'S OFFICE

## *Domestic Violence Firearms Compliance Unit*

400 County Center, 3<sup>rd</sup> Floor, Redwood City, California 94063

Greg Munks, Sheriff

Hello Susie.....

Thank you for including us in this survey. I hope the information is beneficial in the long run.

Some of these estimates are pretty rough but I think realistic. Please let me know if any additional information is needed.

I wasn't clear on info needed for the last page. If you want, give me a call with further explanation and perhaps I can provide the numbers.

Regards,

A handwritten signature in cursive script that reads "Linda".

*Keeping the Peace Since 1856*

Sergeant Linda Gibbons  
650-363-4063

lgibbons@co.sanmateo.ca.us



**DOMESTIC VIOLENCE - CUSTODY OF FIREARM**  
**SB 90 Reimbursement**  
**Survey**

**Example:**

| Action                           | Minutes | Position       | Cost |
|----------------------------------|---------|----------------|------|
| Inquire if firearms are at scene | 2       | Patrol Officer | \$   |

**Scenario #1:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. There are no firearms at scene.

| Action                                     | Minutes | Position        | Cost    |
|--|---------|-----------------|---------|
| Inquire if firearms are at scene           | 2       | PATROL DEPUTY   | \$ 1.66 |
| Document inquiry on report                 | 5       | "               | \$ 4.15 |
| Report reviewed and approved by Supervisor | 10      | PATROL SERGEANT | 10.00   |

**Scenario #2:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The firearm is later released to the suspect.

| Action  | Minutes | Position        | Cost    |
|---|---------|-----------------|---------|
| Inquire if firearms are at scene                  | 2       | PATROL DEPUTY   | \$ 1.66 |
| Retrieves firearm                                 | 5       | "               | 4.15    |
| Renders firearm safe                              | 2       | "               | 1.66    |
| Processing the firearm                            | 15      | "               | 12.45   |
| Document inquiry on report                        | 10      | "               | 8.30    |
| Report reviewed and approved by Supervisor        | 10      | PATROL SERGEANT | 10.00   |
| Enter firearm info into DOJ/AFS                   | 10      | PROPERTY CLERK  | 4.00    |
| Verify firearm info/ temporary storage of firearm | 5       | "               | 2.00    |

| Action  | Minutes | Position      | Cost |
|---|---------|---------------|------|
| Court or Release update records   | 5       | PROPERTY OFFR | 2.00 |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | "             | 2.00 |
| Verify info upon receipt of firearm at P&E                              | 5       | "             | 2.00 |
| Storing of firearms at P & E  | 10      | "             | 4.00 |
| Enter info to data base/file docs at P & E                              | 5       | "             | 2.00 |
| Verify Court/release to owner update records                            | 10      | "             | 4.00 |
| Update evidence data base and DOJ/AFS                                   | 5       | "             | 2.00 |
| Release of firearm  | 20      | "             | 8.00 |
| Supervisors review and signature for release of firearm                 | 5       | PROPERTY SUIV | 3.00 |

**Scenario #3:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally and the detective petitions the court to retain the firearm.

| Action  | Minutes | Position      | Cost  |
|---|---------|---------------|-------|
| Inquire if firearms are at scene  | 2       | PATROL DEPUTY | 1.66  |
| Retrieves firearm   | 5       | "             | 4.15  |
| Renders firearm safe  | 2       | "             | 1.66  |
| Processing the firearm  | 15      | "             | 12.45 |
| Document inquiry on report  | 10      | "             | 8.30  |
| Report reviewed and approved by Supervisor                              | 10      | PATROL SET    | 10.00 |
| Enter firearm info into DOJ/AFS   | 10      | PROPERTY OFFR | 4.00  |
| Verify firearm Info/ temporary storage of firearm                       | 5       | "             | 2.00  |
| Court or Release update records   | 5       | "             | 2.00  |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | "             | 2.00  |
| Verify info upon receipt of firearm at P&E                              | 5       | "             | 2.00  |

| Action  | Minutes | Position      | Cost  |
|---|---------|---------------|-------|
| Storing of firearms at P & E                                      | 10      | PROP OFCR     | 4.00  |
| Enter info to data base/file docs at P & E                        | 10      | "             | 4.00  |
| Prepare petition for retention of firearm                         | 45      | DETECTIVE SGT | 52.20 |
| Notification to suspect of petition for retention of firearm      | 60      | "             | 70.00 |
| Add for Release of firearm:                                       |         |               |       |
| Verify Court/release to owner update records                      | 15      | PROP OFCR     | 6.00  |
| Update evidence data base and DOJ/AFS                             | 10      | "             | 4.00  |
| Release of firearm  | 20      | "             | 8.00  |
| Supervisors review and signature for release of firearm           | 10      | DETECTIVE SGT | 11.66 |
| Add for destruction of firearm:                                   |         |               |       |
| Input & file the property paperwork                               | 10      | PROP OFCR     | 4.00  |
| Create disposal authorization                                     | 10      | "             | 4.00  |
| Mail disposal authorization                                       | 5       | "             | 2.00  |
| Make determination if firearm is ready to dispose                 | 10      | DETECTIVE SGT | 11.66 |
| Retrieve the property paperwork and attach disposal authorization | 10      | PROP OFCR     | 4.00  |
| Destroy/crush firearm   | 60      | "             | 24.00 |
| Update computer regarding destruction and file property paperwork | 10      | "             | 4.00  |

**Scenario #4:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally but does not request the return of the firearm and the firearm is destroyed.

| Action                           | Minutes | Position      | Cost |
|----------------------------------|---------|---------------|------|
| Inquire if firearms are at scene | 2       | PATROL DEPUTY | 1.66 |
| Retrieves firearm                | 5       | "             | 4.15 |
| Renders firearm safe             | 2       | "             | 1.66 |

| Action  | Minutes | Position       | Cost  |
|---|---------|----------------|-------|
| Processing the firearm  | 15      | PATROL DEP.    | 12.45 |
| Document inquiry on report  | 10      | "              | 8.30  |
| Report approved by Supervisor   | 10      | PATROL SGT     | 10.00 |
| Enter firearm info into DOJ/AFS   | 10      | PROPERTY CLERK | 4.00  |
| Verify firearm info/ temporary storage of firearm                       | 5       | "              | 2.00  |
| Court or Release update records   | 5       | "              | 2.00  |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | "              | 2.00  |
| Verify info upon receipt of firearm at P&E                              | 5       | "              | 2.00  |
| Storing of firearms at P & E  | 10      | "              | 4.00  |
| Enter info to data base/file docs at P & E                              | 5       | "              | 2.00  |
| Create disposal authorization   | 10      | "              | 4.00  |
| Mail disposal authorization   | 5       | "              | 2.00  |
| Make determination if firearm is ready to dispose                       | 10      | DETECTIVE SGT  | 11.66 |
| Retrieve the property paperwork and attach disposal authorization       | 10      | PROPERTY CLERK | 4.00  |
| Destroy/crush firearm   | 60      | "              | 24.00 |
| Update computer re destruction and file property paperwork              | 10      | "              | 4.00  |

**Scenario #5:**

Patrol officer asks suspect if firearms are present and suspect refuses to relinquish firearms

| Action                           | Minutes | Position      | Cost  |
|----------------------------------|---------|---------------|-------|
| Inquire if firearms are at scene | 2       | PATROL DEPUTY | 1.66  |
| Document inquiry on report       | 10      | "             | 8.30  |
| Report approved by Supervisor    | 10      | PATROL SGT.   | 10.00 |

**One-Time Activity Fee** ?

The one-time activity fee for amending the Receipt for Property - Firearm

| Action                           | Minutes | Position | Cost |
|----------------------------------|---------|----------|------|
| Amend receipt                    |         |          |      |
| Supervisor's approval of receipt |         | ?        |      |
| Agency's Approval of receipt     |         |          |      |
| Print/download receipt           |         |          |      |

**DOMESTIC VIOLENCE - CUSTODY OF FIREARM**  
**SB 90 Reimbursement**  
**Survey**

**Orange County**

**Example:**

| Action                           | Minutes | Position       | Cost |
|----------------------------------|---------|----------------|------|
| Inquire if firearms are at scene | 2       | Patrol Officer | \$   |

**Scenario #1:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. There are no firearms at scene.

| Action                                     | Minutes | Position        | Cost  |
|--|---------|-----------------|-------|
| Inquire if firearms are at scene           | 5       | Patrol Deputy   | 3.50  |
| Document inquiry on report                 | 20      | Patrol Deputy   | 14.00 |
| Report reviewed and approved by Supervisor | 5       | Patrol Sergeant | 4.25  |

**Scenario #2:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The firearm is later released to the suspect.

| Action  | Minutes | Position        | Cost  |
|---|---------|-----------------|-------|
| Inquire if firearms are at scene                  | 5       | Patrol Deputy   | 3.50  |
| Retrieves firearm                                 | 10      | Patrol Deputy   | 7.00  |
| Renders firearm safe                              | 5       | Patrol Deputy   | 3.50  |
| Processing the firearm                            | 5       | Patrol Deputy   | 3.50  |
| Document inquiry on report                        | 20      | Patrol Deputy   | 14.00 |
| Report reviewed and approved by Supervisor        | 5       | Patrol Sergeant | 4.25  |
| Enter firearm info into DOJ/AFS                   | 10      | Patrol Deputy   | 7.00  |
| Verify firearm Info/ temporary storage of firearm | 15      | Patrol Deputy   | 10.50 |

| Action  | Minutes | Position                        | Cost |
|---|---------|---------------------------------|------|
| Court or Release update records   | 5       | Legal Property Technician (LPT) | 1.94 |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 10      | LPT                             | 3.88 |
| Verify info upon receipt of firearm at P&E                              | 5       | LPT                             | 1.94 |
| Storing of firearms at P & E  | 10      | LPT                             | 3.88 |
| Enter info to data base/file docs at P & E                              | 5       | LPT                             | 1.94 |
| Verify Court/release to owner update records                            | 5       | LPT                             | 1.94 |
| Update evidence data base and DOJ/AFS                                   | 10      | LPT                             | 3.88 |
| Release of firearm  | 10      | Sheriff Special Officer (SSO)   | 5.10 |
| Supervisors review and signature for release of firearm                 | 5       | Sergeant                        | 4.25 |

### **Scenario #3:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally and the detective petitions the court to retain the firearm.

| Action  | Minutes | Position        | Cost  |
|---|---------|-----------------|-------|
| Inquire if firearms are at scene  | 5       | Patrol Deputy   | 3.50  |
| Retrieves firearm   | 10      | Patrol Deputy   | 7.00  |
| Renders firearm safe  | 5       | Patrol Deputy   | 3.50  |
| Processing the firearm  | 5       | Patrol Deputy   | 3.50  |
| Document inquiry on report  | 20      | Patrol Deputy   | 14.00 |
| Report reviewed and approved by Supervisor                              | 5       | Patrol Sergeant | 4.25  |
| Enter firearm info into DOJ/AFS   | 10      | Patrol Deputy   | 7.00  |
| Verify firearm Info/ temporary storage of firearm                       | 10      | Patrol Deputy   | 7.00  |
| Court or Release update records   | 5       | LPT             | 1.94  |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 10      | LPT             | 3.88  |
| Verify info upon receipt of firearm at P&E                              | 5       | LPT             | 1.94  |

| Action  | Minutes | Position | Cost  |
|---|---------|----------|-------|
| Storing of firearms at P & E                                      | 10      | LPT      | 3.88  |
| Enter info to data base/file docs at P & E                        | 5       | LPT      | 1.94  |
| Prepare petition for retention of firearm                         | 20      | SGT      | 17.00 |
| Notification to suspect of petition for retention of firearm      | 10      | LPT      | 3.88  |
| <b>Add for Release of firearm:</b>                                |         |          |       |
| Verify Court/release to owner update records                      | 5       | LPT      | 1.94  |
| Update evidence data base and DOJ/AFS                             | 10      | LPT      | 3.88  |
| Release of firearm  | 10      | SSO      | 5.10  |
| Supervisors review and signature for release of firearm           | 5       | SGT      | 4.25  |
| <b>Add for destruction of firearm:</b>                            |         |          |       |
| Input & file the property paperwork                               | 5       | LPT      | 1.94  |
| Create disposal authorization                                     | 5       | LPT      | 1.94  |
| Mail disposal authorization                                       | 10      | LPT      | 3.88  |
| Make determination if firearm is ready to dispose                 | 10      | LPT      | 3.88  |
| Retrieve the property paperwork and attach disposal authorization | 5       | LPT      | 1.94  |
| Destroy/crush firearm   | 30      | LPT      | 11.63 |
| Update computer regarding destruction and file property paperwork | 10      | LPT      | 3.88  |

#### **Scenario #4:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally but does not request the return of the firearm and the firearm is destroyed.

| Action                           | Minutes | Position      | Cost |
|----------------------------------|---------|---------------|------|
| Inquire if firearms are at scene | 5       | Patrol Deputy | 3.50 |
| Retrieves firearm                | 10      | Patrol Deputy | 7.00 |
| Renders firearm safe             | 5       | Patrol Deputy | 3.50 |



| Action  | Minutes | Position        | Cost  |
|---|---------|-----------------|-------|
| Processing the firearm  | 5       | Patrol Deputy   | 3.50  |
| Document inquiry on report  | 20      | Patrol Deputy   | 14.00 |
| Report approved by Supervisor   | 5       | Patrol Sergeant | 4.25  |
| Enter firearm info into DOJ/AFS   | 10      | Patrol Deputy   | 7.00  |
| Verify firearm Info/ temporary storage of firearm                       | 10      | Patrol Deputy   | 7.00  |
| Court or Release update records   | 10      | LPT             | 3.88  |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 10      | LPT             | 3.88  |
| Verify info upon receipt of firearm at P&E                              | 5       | LPT             | 1.94  |
| Storing of firearms at P & E  | 10      | LPT             | 3.88  |
| Enter info to data base/file docs at P & E                              | 10      | LPT             | 3.88  |
| Create disposal authorization   | 5       | LPT             | 1.94  |
| Mail disposal authorization   | 10      | LPT             | 3.88  |
| Make determination if firearm is ready to dispose                       | 10      | LPT             | 3.88  |
| Retrieve the property paperwork and attach disposal authorization       | 5       | LPT             | 1.94  |
| Destroy/crush firearm   | 30      | LPT             | 11.63 |
| Update computer re destruction and file property paperwork              | 10      | LPT             | 3.88  |

#### **Scenario #5:**

Patrol officer asks suspect if firearms are present and suspect refuses to relinquish firearms

| Action                           | Minutes | Position        | Cost  |
|----------------------------------|---------|-----------------|-------|
| Inquire if firearms are at scene | 5       | Patrol Deputy   | 3.50  |
| Document inquiry on report       | 20      | Patrol Deputy   | 14.00 |
| Report approved by Supervisor    | 5       | Patrol Sergeant | 4.25  |

### One-Time Activity Fee

The one-time activity fee for amending the Receipt for Property - Firearm

| Action                           | Minutes | Position | Cost |
|----------------------------------|---------|----------|------|
| Amend receipt                    | 10      | LPT      | 3.88 |
| Supervisor's approval of receipt | 5       | SGT      | 4.25 |
| Agency's Approval of receipt     | 5       | LPT      | 1.94 |
| Print/download receipt           | 5       | LPT      | 1.94 |

**DOMESTIC VIOLENCE - CUSTODY OF FIREARM**  
**SB 90 Reimbursement**  
**Survey**

**LA City**

**Example:**

| Action                           | Minutes | Position       | Cost   |
|----------------------------------|---------|----------------|--------|
| Inquire if firearms are at scene | 2       | Patrol Officer | \$1.38 |

**Scenario #1:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. There are no firearms at scene.

| Action                                     | Minutes | Position        | Cost   |
|--|---------|-----------------|--------|
| Inquire if firearms are at scene           | 2       | Patrol Officer  | \$1.38 |
| Document inquiry on report                 | 2       | Patrol Officer  | \$1.38 |
| Report reviewed and approved by Supervisor | 5       | Watch Commander | \$4.93 |

**Scenario #2:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The firearm is later released to the suspect.

| Action   | Minutes | Position        | Cost    |
|--|---------|-----------------|---------|
| Inquire if firearms are at scene               | 2       | Police Officer  | \$1.38  |
| Retrieves firearm                              | 10      | Police Officer  | \$6.90  |
| Renders firearm safe                           | 10      | Police Officer  | \$6.90  |
| Processing the firearm (includes all the rpts) | 60      | Police Officer  | \$41.40 |
| Document inquiry on report                     | 2       | Police Officer  | \$1.38  |
| Report reviewed and approved by Supervisor     | 10      | Watch Commander | \$9.86  |
| Enter firearm info into DOJ/AFS                | 10      | Police Officer  | \$6.90  |

| Action  | Minutes | Position         | Cost   |
|---|---------|------------------|--------|
| Verify firearm Info/ temporary storage of firearm                       | 10      | Police Officer   | \$6.90 |
| Court or Release update records   | N/A     |                  |        |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 10      | Property Officer | \$4.14 |
| Verify info upon receipt of firearm at P&E                              | 5       | Property Officer | \$2.07 |
| Storing of firearms at P & E  | 5       | Property Officer | \$2.07 |
| Enter info to data base/file docs at P & E                              | 5       | Property Officer | \$2.07 |
| Verify Court/release to owner update records                            | 5       | Property Officer | \$2.07 |
| Update evidence data base and DOJ/AFS                                   | N/A     |                  |        |
| Release of firearm  | 15      | Property Officer | \$6.20 |
| Supervisors review and signature for release of firearm                 | N/A     |                  |        |

### **Scenario #3:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally and the detective petitions the court to retain the firearm.

| Action  | Minutes | Position         | Cost    |
|---|---------|------------------|---------|
| Inquire if firearms are at scene  | 2       | Police Officer   | \$1.38  |
| Retrieves firearm   | 10      | Police Officer   | \$6.90  |
| Renders firearm safe  | 10      | Police Officer   | \$6.90  |
| Processing the firearm  | 60      | Police Officer   | \$41.40 |
| Document inquiry on report  | 2       | Police Officer   | \$1.38  |
| Report reviewed and approved by Supervisor                              | 10      | Sergeant         | \$8.66  |
| Enter firearm info into DOJ/AFS   | 5       | Police Officer   | \$3.45  |
| Verify firearm Info/ temporary storage of firearm                       | 10      | Police Officer   | \$6.90  |
| Court or Release update records   | N/A     |                  |         |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 10      | Property Officer | \$4.14  |

| Action  | Minutes | Position         | Cost     |
|---|---------|------------------|----------|
| Verify info upon receipt of firearm at P&E                        | 2       | Property Officer | \$0.83   |
| Storing of firearms at P & E                                      | 10      | Property Officer | \$4.14   |
| Enter info to data base/file docs at P & E                        | 5       | Property Officer | \$2.07   |
| Prepare petition for retention of firearm                         | N/A     |                  |          |
| Notification to suspect of petition for retention of firearm      | N/A     |                  |          |
| <b>Add for Release of firearm:</b>                                |         |                  |          |
| Verify Court/release to owner update records                      | 5       | Property Officer | \$2.07   |
| Update evidence data base and DOJ/AFS                             | N/A     |                  |          |
| Release of firearm  | 15      | Property Officer | \$6.20   |
| Supervisors review and signature for release of firearm           | N/A     |                  |          |
| <b>Add for destruction of firearm:</b>                            |         |                  |          |
| Input & file the property paperwork                               | 5       | Property Officer | \$2.07   |
| Create disposal authorization                                     | N/A     | Court            |          |
| Mail disposal authorization                                       | N/A     | Court            |          |
| Make determination if firearm is ready to dispose                 | N/A     | Court            |          |
| Retrieve the property paperwork and attach disposal authorization | 10      | Property Officer | \$4.14   |
| ***Destroy/crush firearm  | 480     | Property Officer | \$198.52 |
| Update computer regarding destruction and file property paperwork | 5       | Property Officer | \$2.07   |

#### **Scenario #4:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally but does not request the return of the firearm and the firearm is destroyed.

| Action                           | Minutes | Position       | Cost   |
|----------------------------------|---------|----------------|--------|
| Inquire if firearms are at scene | 2       | Police Officer | \$1.38 |
| Retrieves firearm                | 10      | Police Officer | \$6.90 |

| Action  | Minutes | Position         | Cost     |
|---|---------|------------------|----------|
| Renders firearm safe  | 10      | Police Officer   | \$6.90   |
| Processing the firearm  | 60      | Police Officer   | \$41.40  |
| Document inquiry on report  | 2       | Police Officer   | \$1.38   |
| Report approved by Supervisor   | 15      | Watch Commander  | \$14.78  |
| Enter firearm info into DOJ/AFS   | 5       | Police Officer   | \$3.45   |
| Verify firearm Info/ temporary storage of firearm                       | 10      | Police Officer   | \$6.90   |
| Court or Release update records   | N/A     |                  |          |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | Property Officer | \$2.07   |
| Verify info upon receipt of firearm at P&E                              | 2       | Property Officer | \$0.83   |
| Storing of firearms at P & E  | 2       | Property Officer | \$0.83   |
| Enter info to data base/file docs at P & E                              | 5       | Property Officer | \$2.07   |
| Create disposal authorization   | N/A     |                  |          |
| Mail disposal authorization   | N/A     |                  |          |
| Make determination if firearm is ready to dispose                       | 5       | Detective        | \$4.26   |
| Retrieve the property paperwork and attach disposal authorization       | 5       | Property Officer | \$2.07   |
| ***Destroy/crush firearm  | 480     | Property Officer | \$198.52 |
| Update computer re destruction and file property paperwork              | 5       | Property Officer | \$2.07   |

#### Scenario #5:

Patrol officer asks suspect if firearms are present and suspect refuses to relinquish firearms

| Action                           | Minutes | Position       | Cost    |
|----------------------------------|---------|----------------|---------|
| Inquire if firearms are at scene | 2       | Police Officer | \$1.38  |
| Document inquiry on report       | 2       | Police Officer | \$1.38  |
| Report approved by Supervisor    | 15      | Sergeant       | \$12.99 |

**One-Time Activity Fee**

The one-time activity fee for amending the Receipt for Property - Firearm

| Action                           | Minutes | Position | Cost |
|----------------------------------|---------|----------|------|
| Amend receipt                    | N/A     |          |      |
| Supervisor's approval of receipt | N/A     |          |      |
| Agency's Approval of receipt     | N/A     |          |      |
| Print/download receipt           | N/A     |          |      |

**DOMESTIC VIOLENCE - CUSTODY OF FIREARM**  
**SB 90 Reimbursement**  
**Survey**

*City of Long Beach*

**Example:**

| Action                           | Minutes | Position       | Cost |
|----------------------------------|---------|----------------|------|
| Inquire if firearms are at scene | 2       | Patrol Officer | \$   |

**Scenario #1:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. There are no firearms at scene.

| Action                                     | Minutes | Position   | Cost |
|--|---------|------------|------|
| Inquire if firearms are at scene           | 1       | PATROL OFC | .96  |
| Document inquiry on report                 | 1       | PATROL OFC | .96  |
| Report reviewed and approved by Supervisor | 3       | SGT        | 3.74 |

**Scenario #2:**

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The firearm is later released to the suspect.

| Action  | Minutes | Position      | Cost |
|---|---------|---------------|------|
| Inquire if firearms are at scene                  | 1       | PATROL OFC    | .96  |
| Retrieves firearm                                 | 5       | PATROL OFC    | 4.78 |
| Renders firearm safe                              | 2       | PATROL OFC    | 1.91 |
| Processing the firearm                            | 5       | PATROL OFC    | 4.78 |
| Document inquiry on report                        | 2       | PATROL OFC    | 1.91 |
| Report reviewed and approved by Supervisor        | 5       | SGT           | 6.23 |
| Enter firearm info into DOJ/AFS                   | 3       | RECORDS CLERK | 1.57 |
| Verify firearm info/ temporary storage of firearm | 3       | PATROL OFC    | 2.87 |



| Action  | Minutes | Position      | Cost |
|---|---------|---------------|------|
| Court or Release update records   | 3       | DET.          | 2.87 |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | PATROL OFC    | 4.78 |
| Verify info upon receipt of firearm at P&E                              | 3       | PROP. CLERK   | 2.06 |
| Storing of firearms at P & E  | 3       | PROP. CLERK   | 2.06 |
| Enter info to data base/file docs at P & E                              | 4       | PROP. CLERK   | 2.75 |
| Verify Court/release to owner update records                            | 6       | DET           | 5.73 |
| Update evidence data base and DOJ/AFS                                   | 4       | RECORDS CLERK | 2.09 |
| Release of firearm  | 5       | PROP CLERK    | 3.44 |
| Supervisors review and signature for release of firearm                 | 3       | DET           | 2.87 |

### Scenario #3:

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally and the detective petitions the court to retain the firearm.

| Action  | Minutes | Position      | Cost |
|---|---------|---------------|------|
| Inquire if firearms are at scene  | 1       | PATROL OFC    | .96  |
| Retrieves firearm   | 5       | PATROL OFC    | 4.78 |
| Renders firearm safe  | 2       | PATROL OFC    | 1.91 |
| Processing the firearm  | 5       | PATROL OFC    | 4.78 |
| Document inquiry on report  | 2       | PATROL OFC    | 1.91 |
| Report reviewed and approved by Supervisor                              | 5       | SGT           | 6.23 |
| Enter firearm info into DOJ/AFS   | 3       | RECORDS CLERK | 1.57 |
| Verify firearm info/ temporary storage of firearm                       | 3       | PATROL OFC    | 2.87 |
| Court or Release update records   | 3       | DET           | 2.87 |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | PATROL OFC    | 4.78 |
| Verify info upon receipt of firearm at P&E                              | 3       | PROP CLERK    | 2.06 |

| Action  | Minutes | Position                | Cost |
|---|---------|-------------------------|------|
| Storing of firearms at P & E                                      | 3       | PROP CLERK              | 2.06 |
| Enter info to data base/file docs at P & E                        | 4       | PROP CLERK              | 2.75 |
| Prepare petition for retention of firearm                         | 5       | DET                     | 4.78 |
| Notification to suspect of petition for retention of firearm      | 4       | DET                     | 3.82 |
| Add for Release of firearm:                                       |         |                         |      |
| Verify Court/release to owner update records                      | 6       | DET                     | 5.73 |
| Update evidence data base and DOJ/AFS                             | 4       | RECORDS +<br>PROP CLERK | 2.75 |
| Release of firearm  | 5       | PROP CLERK              | 3.44 |
| Supervisors review and signature for release of firearm           | 3       | DET                     | 2.87 |
| Add for destruction of firearm:                                   |         |                         |      |
| Input & file the property paperwork                               | 4       | PROP CLERK              | 2.75 |
| Create disposal authorization                                     | 3       | PROP CLERK              | 2.06 |
| Mail disposal authorization                                       | 3       | PROP CLERK              | 2.06 |
| Make determination if firearm is ready to dispose                 | 5       | DET                     | 4.78 |
| Retrieve the property paperwork and attach disposal authorization | 3       | PROP CLERK              | 2.06 |
| Destroy/crush firearm   | 3       | PROP CLERK              | 2.06 |
| Update computer regarding destruction and file property paperwork | 4       | PROP CLERK              | 2.75 |

#### Scenario #4:

Patrol officer asks victim, suspect, or witnesses if firearms are present. Firearms are present, and the suspect has legal possession of the firearm. Patrol officer legally takes temporary custody of the firearm. The suspect has the firearm legally but does not request the return of the firearm and the firearm is destroyed.

| Action                           | Minutes | Position   | Cost |
|----------------------------------|---------|------------|------|
| Inquire if firearms are at scene | 1       | PATROL OFF | 1.96 |
| Retrieves firearm                | 5       | PATROL OFF | 4.78 |
| Renders firearm safe             | 2       | PATROL OFF | 1.91 |

| Action  | Minutes | Position         | Cost |
|---|---------|------------------|------|
| Processing the firearm  | 5       | PATROL<br>OFC    | 4.78 |
| Document inquiry on report  | 2       | PATROL<br>OFC    | 1.91 |
| Report approved by Supervisor   | 5       | SGT              | 6.23 |
| Enter firearm info into DOJ/AFS   | 3       | RECORDS<br>CLERK | 1.57 |
| Verify firearm info/ temporary storage of firearm                       | 3       | PATROL<br>OFC    | 2.87 |
| Court or Release update records   | 3       | DET              | 2.87 |
| Prepare paperwork and firearm for transfer to Property & Evidence (P&E) | 5       | PATROL<br>OFC    | 4.78 |
| Verify info upon receipt of firearm at P&E                              | 3       | PROP<br>CLERK    | 2.06 |
| Storing of firearms at P & E  | 3       | PROP<br>CLERK    | 2.06 |
| Enter info to data base/file docs at P & E                              | 4       | PROP<br>CLERK    | 2.75 |
| Create disposal authorization   | 3       | PROP<br>CLERK    | 2.06 |
| Mail disposal authorization   | 3       | PROP<br>CLERK    | 2.06 |
| Make determination if firearm is ready to dispose                       | 5       | DET              | 4.78 |
| Retrieve the property paperwork and attach disposal authorization       | 3       | PROP<br>CLERK    | 2.06 |
| Destroy/crush firearm   | 3       | PROP<br>CLERK    | 2.06 |
| Update computer re destruction and file property paperwork              | 4       | PROP<br>CLERK    | 2.75 |

#### Scenario #5:

Patrol officer asks suspect if firearms are present and suspect refuses to relinquish firearms

| Action                           | Minutes | Position       | Cost |
|----------------------------------|---------|----------------|------|
| Inquire if firearms are at scene | 1       | PATROL<br>OFC. | .96  |
| Document inquiry on report       | 2       | PATROL<br>OFC  | 1.91 |
| Report approved by Supervisor    | 5       | SGT            | 6.23 |

### One-Time Activity Fee

The one-time activity fee for amending the Receipt for Property - Firearm

| Action :                         | Minutes | Position         | Cost |
|----------------------------------|---------|------------------|------|
| Amend receipt                    | 3       | DGT              | 2.87 |
| Supervisor's approval of receipt | 2       | SGT              | 2.49 |
| Agency's Approval of receipt     | 3       | RECORDS<br>CLERK | 1.57 |
| Print/download receipt           | 2       | RECORDS<br>CLERK | 1.05 |



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012-3873  
PHONE: (213) 974-8301 FAX: (213) 626-5427

WENDY L. WATANABE  
AUDITOR-CONTROLLER

MARIA M. OMS  
CHIEF DEPUTY

ASST. AUDITOR-CONTROLLERS

ROBERT A. DAVIS  
JOHN NAIMO  
JUDI E. THOMAS

December 14, 2009

**LOS ANGELES COUNTY'S  
REVISED PROPOSED PARAMETERS AND GUIDELINES  
CRIME VICTIMS' DOMESTIC VIOLENCE INCIDENT REPORTS II [02-TC-18]**

**Declaration of Hasmik Yaghobyan**

Hasmik Yaghobyan makes the following declaration and statement under oath:

I, Hasmik Yaghobyan, SB90 Administrator, in and for the County of Los Angeles, am responsible for filing test claims, reviews of State agency comments, Commission staff analysis, and for proposing parameters and guidelines (P's & G's) and amendments thereto, all for the complete and timely recovery of costs mandated by the State. Specifically, I have prepared the subject test claim.

Specifically, I declare that I have examined the County's State mandated duties and resulting costs, in implementing the subject law, and find that such costs as set forth in the subject test claim, are, in my opinion, reimbursable "costs mandated by the State", as defined in Government Code section 17514:

" ' Costs mandated by the State' means any increased costs which a local agency or school district is required to incur after July 1, 1980, as a result of any statute enacted on or after January 1, 1975, or any executive order implementing any statute enacted on or after January 1, 1975, which mandates a new program or higher level of service of an existing program within the meaning of Section 6 of Article XIII B of the California Constitution."

I am personally conversant with the foregoing facts and if so required, I could and would testify to the statements made herein.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct of my own knowledge, except as to the matters which are therein stated as information or belief, and as to those matters I believe them to be true.

12/14/09 Los Angeles, CA  
Date and Place

  
Signature



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012-3873  
PHONE: (213) 974-8301 FAX: (213) 626-5427

WENDY L. WATANABE  
AUDITOR-CONTROLLER

MARIA M. OMS  
CHIEF DEPUTY

ADDRESS ALL CORRESPONDENCE TO:  
ACCOUNTING DIVISION  
500 W. TEMPLE ST., ROOM 603  
LOS ANGELES, CA 90012-2713

**DECLARATION OF SERVICE**

STATE OF CALIFORNIA, County of Los Angeles:

Susie Demirchian states: I am and at all times herein mentioned have been a citizen of the United States and a resident of the County of Los Angeles, over the age of eighteen years and not a party to nor interested in the within action; that my business address is 603 Kenneth Hahn Hall of Administration, City of Los Angeles, County of Los Angeles, State of California;

That on the 14th day of December, 2009, I served the attached:

Documents: Los Angeles County's Revised Proposed Parameters and Guidelines, Crime Victims' Domestic Violence Incident Reports II [02-TC-18], including a 1 page letter of Wendy L. Watanabe, dated 12/14/09, a 16 page narrative, a 1 page declaration of Hasmik Yaghobyan, and a 32 page Schedule A, now pending before the Commission on State Mandates.

upon all Interested Parties listed on the attachment hereto and by

- ☒ by transmitting via facsimile the document(s) listed above to the fax number(s) set forth below on this date. Commission on State Mandates FAX.
- ☒ by placing [7] true copies [1] original thereof enclosed in a sealed envelope addressed as stated on the attached mailing list.
- ☒ by placing the document(s) listed above in a sealed envelope with postage thereon fully prepaid, in the United States mail at Los Angeles, California, addressed as set forth below.
- ☐ by personally delivering the document(s) listed above to the person(s) as set forth below at the indicated address.

**PLEASE SEE ATTACHED MAILING LIST**

That I am readily familiar with the business practice of the Los Angeles County for collection and processing of correspondence for mailing with the United States Postal Service; and that the correspondence would be deposited within the United States Postal Service that same day in the ordinary course of business. Said service was made at a place where there is delivery service by the United States mail and that there is a regular communication by mail between the place of mailing and the place so addressed.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this on the 14th day of December, 2009, at Los Angeles, California.

  
Susie Demirchian

## Mailing List

Claim Number: 02-TC-18

Issue: CRIME VICTIMS' DOMESTIC VIOLENCE INCIDENT REPORTS II

RIVERSIDE COUNTY AUDITOR CONTROLLERS OFFICE  
ATTN DALE MANGRAM  
4080 LEMON STREET 11<sup>TH</sup> FLOOR  
RIVERSIDE CA 92502

MAXIMUS  
ATTN MR ALLAN BURDICK  
3130 KILGORE ROAD SUITE 400  
RANCHO CORDOVA CA 95670

STATE CONTROLLERS OFFICE (B-08)  
DIVISION OF AUDITS  
ATTN MR JIM SPANO  
300 CAPITOL MALL SUITE 518  
SACRAMENTO CA 95814

DEPARTMENT OF FINANCE (A-15)  
ATTN MS SUSAN GEANACOU  
915 L STREET SUITE 1280  
SACRAMENTO CA 95814

SHIELDS CONSULTING GROUP INC  
ATTN MR STEVE SHIELDS  
1536 36<sup>TH</sup> STREET  
SACRAMENTO CA 95816

DAVID WELLHOUSE & ASSOCIATES INC  
ATTN MR DAVID WELLHOUSE  
9175 KIEFER BLVD SUITE 121  
SACRAMENTO CA 95826

MGT OF AMERICA  
ATTN MS JOLENE TOLLENAAR  
2001 P STREET SUITE 200  
SACRAMENTO CA 95811

DEPARTMENT OF FINANCE (A-15)  
ATTN MS CARLA CASTANEDA  
915 L STREET 12<sup>TH</sup> FLOOR  
SACRAMENTO CA 95816

STATE CONTROLLERS OFFICE (B-08)  
DIVISION OF ACCOUNTING & REPORTING  
ATTN: MS. GINNY BRUMMELS  
3301 C STREET SUITE 500  
SACRAMENTO CA 95816

CITY OF NEWPORT BEACH  
ATTN MR GLEN EVERROAD  
3300 NEWPORT BLVD  
P O BOX 1768  
NEWPORT BEACH CA 92659-1768

COUNTY OF SAN BERNARDINO  
OFFICE OF THE AUDITOR/CONTROLLER-RECORDER  
ATTN MS BONNIE TER KEURST  
222 WEST HOSPITALITY LANE  
SAN BERNARDINO CA 92415-0018

CENTRATION INC  
ATTN MS BETH HUNTER  
8570 UTICA AVENUE SUITE 100  
RANCHO CUCAMONGA CA 91730

MAXIMUS  
ATTN MS JULIANA F GMUR  
2380 HOUSTON AVENUE  
CLOVIS CA 93611

COMMISSION ON STATE MANDATES  
ATTN MS PAULA HIGASHI  
EXECUTIVE DIRECTOR  
980 NINTH STREET SUITE 300  
SACRAMENTO CA 95814

*originals in the mail*

## Commission on State Mandates

Original List Date: 4/22/2003  
Last Updated: 9/1/2009  
List Print Date: 12/21/2009  
Claim Number: 02-TC-18  
Issue: Crime Victims' Domestic Violence Incident Reports

### Agenda Mailing List

#### TO ALL PARTIES AND INTERESTED PARTIES:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.2.)

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|---|--|
| Ms. Hasmik Yaghobyan<br>County of Los Angeles<br>Auditor-Controller's Office<br>500 W. Temple Street, Room 603<br>Los Angeles, CA 90012 | Tel: (213) 893-0792<br><br>Fax: (213) 617-8106 |
| Mr. Dale Mangram<br>Riverside County Auditor Controller's Office<br>4080 Lemon Street, 11th Floor<br>Riverside, CA 92502                | Tel: (951) 955-3883<br><br>Fax: (951) 955-8133 |
| Mr. Allan Burdick<br>MAXIMUS<br>3130 Kilgore Road, Suite 400<br>Rancho Cordova, CA 95670  | Tel: (916) 471-5538<br><br>Fax: (916) 366-4838 |
| Mr. Jim Spano<br>State Controller's Office (B-08)<br>Division of Audits<br>300 Capitol Mall, Suite 518<br>Sacramento, CA 95814          | Tel: (916) 323-5849<br><br>Fax: (916) 327-0832 |
| Ms. Susan Geanacou<br>Department of Finance (A-15)<br>915 L Street, Suite 1280<br>Sacramento, CA 95814                                  | Tel: (916) 445-3274<br><br>Fax: (916) 449-5252 |
| Mr. Steve Shields<br>Shields Consulting Group, Inc.<br>1536 36th Street<br>Sacramento, CA 95816   | Tel: (916) 454-7310<br><br>Fax: (916) 454-7312 |
| Mr. Leonard Kaye<br>Los Angeles County Auditor-Controller's Office<br>500 W. Temple Street, Room 603<br>Los Angeles, CA 90012           | Tel: (213) 974-9791<br><br>Fax: (213) 617-8106 |
| Mr. David Wellhouse<br>David Wellhouse & Associates, Inc.<br>9175 Kiefer Blvd, Suite 121<br>Sacramento, CA 95826                        | Tel: (916) 368-9244<br><br>Fax: (916) 368-5723 |
| Ms. Jolene Tollenaar<br>MGT of America<br>2001 P Street, Suite 200<br>Sacramento, CA 95811  | Tel: (916) 443-9136<br><br>Fax: (916) 443-1766 |



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|--|--|
| Ms. Carla Castaneda<br>Department of Finance (A-15)<br>915 L Street, 12th Floor<br>Sacramento, CA 95814  | Tel: (916) 445-3274<br><br>Fax: (916) 323-9584 |
| Ms. Ginny Brummels<br>State Controller's Office (B-08)<br>Division of Accounting & Reporting<br>3301 C Street, Suite 500<br>Sacramento, CA 95816             | Tel: (916) 324-0256<br><br>Fax: (916) 323-6527 |
| Mr. Glen Everroad<br>City of Newport Beach<br>3300 Newport Blvd.<br>P. O. Box 1768<br>Newport Beach, CA 92659-1768   | Tel: (949) 644-3127<br><br>Fax: (949) 644-3339 |
| Ms. Bonnie Ter Keurst<br>County of San Bernardino<br>Office of the Auditor/Controller-Recorder<br>222 West Hospitality Lane<br>San Bernardino, CA 92415-0018 | Tel: (909) 386-8850<br><br>Fax: (909) 386-8830 |
| Ms. Beth Hunter<br>Centration, Inc.<br>8570 Utica Avenue, Suite 100<br>Rancho Cucamonga, CA 91730  | Tel: (866) 481-2621<br><br>Fax: (866) 481-2682 |
| Ms. Juliana F. Gmur<br>MAXIMUS<br>2380 Houston Ave<br>Clovis, CA 93611   | Tel: (916) 485-8102<br><br>Fax: (916) 485-0111 |

